



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

04/16/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Tue. 04/24/18 4:00 PM Central Time
Salary: \$64.01 - \$127.03 hourly
\$4,818.92 - \$9,564.00 biweekly
\$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-82/105468**

Requires an Illinois license to practice medicine and American Board Specialty certification, or its equivalent, in a position related to psychiatry specialty. Requires three years of substantive medical administration experience in medical/clinical or medical program direction, planning and evaluation. Must attend and pass all mandatory training.

Valarie Laird/Human Resource
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141

Fax# 708-338-7078

04/16/2018



Job Title: **MT I Inventory Specialist**
Agency: Transportation
Closing Date/Time: Tue. 04/24/18 4:30 PM Central Time
Salary: \$2,580.00 - \$3,658.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **IPR#42734**

This position is accountable for maintaining software, computer and equipment inventories. Receives, audits and processes all transactions necessary to maintain a current, accurate and complete inventory data base and provides information and assistance to district personnel to ensure compliance with inventory reporting policies and procedures.

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, April 24, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

04/16/2018



Job Title: **TM III Administrative Support Manager**
Agency: Transportation
Closing Date/Time: Tue. 04/24/18 4:30 PM Central Time
Salary: \$4,670.00 - \$6,483.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42736**

This position is accountable for supplying, in an adequate and timely manner, a wide variety of supplies and administrative support services essential to the district in carrying out its operational missions. These include procurement of all office supplies, furniture, reproduction equipment, shipping and receiving equipment and telecommunication equipment. This position also directs motor pool, mailroom and copy center operations; and monthly reports and record keeping.

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, April 24, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

04/16/2018



Job Title: Auditor III
Agency: Comptroller *
Closing Date/Time: Tue. 04/24/18 5:59 PM Central Time
Salary: \$4,216.00 - \$6,306.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 18-011

Under direction, examines books and records of funeral homes, crematories and cemeteries to ensure compliance with the Illinois Cemetery Care Act, the Illinois Funeral or Burial Funds Act, Crematory Regulation Act, and the Illinois Pre-Need Cemetery Sales Act; prepares audit work papers, questionnaires and reports to submit to the Chicago office; performs investigative field checks to ensure the licensing of all custodians of trust funds as required by the various Acts; performs outreach efforts concerning consumer rights.

Submit a completed State of Illinois Comptroller application to the contact name and address listed by the posting closing date. Comptroller applications can be found on State of IL Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached.

04/16/2018



Job Title: **State Purchasing Officer**
Agency: Executive Ethics Commission
Closing Date/Time: Wed. 04/25/18 4:30 PM Central Time
Salary: \$4,500.00 - \$6,667.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **00000-297**

Office Information The State Purchasing Officer works in a collaborative environment, interacting with state employees and the public via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire. This position will be headquartered at the JRTC building with some required travel to Downer's Grove to meet with the Toll Highway Authority.

How to Apply Applicants should send a detailed resume and cover letter to the HR Office at the address above by **4:30 pm on Wednesday, April 25, 2018**. Applicants may also submit required information via email to Christine.Lazarides@illinois.gov.

04/16/2018



Job Title: **Market Development Associate**
Agency: Commerce Commission
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **31-18-0007**

The selected candidate will assist the Director by actively seeking out ways to promote retail competition in Illinois to benefit all Illinois consumers, reviewing and analyzing policy issues in the utility industries; providing expert policy advice to the Commission; and working with other divisions to anticipate potential challenges and develop solutions.

Cheryl Barrett
Human Resources Analyst
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, Illinois 62701
Phone: 217-557-4206
Fax: 217-785-1770
Cheryl.Barrett@illinois.gov

04/16/2018



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-104716**

Under direction of the Local Office Administrator, serves as office manager of a local Family & Community Services office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

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

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

04/16/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MG063**
Bid ID#: **IDPH 61-18-0305**

Under the direction of the Division Chief of the Office of Women's Health and Family Services Division of Women's Health Services, oversees, organizes, directs, and evaluates all aspects of the Illinois Breast and Cervical Cancer Program (IBCCP). Develops and implements policies for IBCCP; writes and reviews reports of program activities; prepares budget plans. Oversees quality assurance and the IBCCP Plan; meets with IBCCP lead agencies to implement all program components, guide evaluation and distribution of funding; leads the effort to implement all the components of the CDC program guidance. Serves as supervisor.

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

04/16/2018



Job Title: **Special Education**
Agency: Juvenile Justice
Closing Date/Time: Mon. 04/23/18 5:00 PM Central Time
Salary: \$4,860.00 - \$7,103.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0006**

Under general supervision of the Principal (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

Melissa Stewart, HR Manager
2715 West Monroe
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)
melissa.k.stewart@illinois.gov

04/16/2018



Job Title: **Medical Administrator II Option D - Opt 05
(Ludeman Medical Director)**

Agency: Human Services

Closing Date/Time: Wed. 05/02/18 4:00 PM Central Time

Salary: \$10,441.00 - \$20,722.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **TA000**

Bid ID#: **10-72-105274**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

04/16/2018



Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)
Agency: Arts Council
Closing Date/Time: Thu. 04/26/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 9

Under the general direction of the Chief of Operations/CFO for the Illinois Arts Council Agency (IACA), performs a variety of specialized administrative duties and technical functions; requiring knowledge and understanding of programs and applications for the Division of Operations.

Submit by mail, e-mail or FAX

James R. Thompson Center (JRTC)
Illinois Arts Council Agency (IACA)
Romie Munoz
100 W. Randolph #10-500
Chicago, IL 60601
Work: 312-814-8250
FAX: 312-814-1471
Romie.Munoz@Illinois.gov

04/16/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: **Children & Family Services**
Closing Date/Time: **Thu. 04/26/18 5:00 PM Central Time**
Salary: **\$4,377.00 - \$6,581.00 monthly**
Job Type: **Full-Time**
Location: **McHenry County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1833128-338559**

Under general supervision of the team supervisor, provides experienced, short term, intense child welfare casework services for cases involving intact families in high risk categories; provides reasonable efforts to stabilize, strengthen, enhance, and preserve family life to enable children to safely remain at home and avoid separation and/or placement; provides professional assessment of family issues that lead to the Department's involvement

SUBMIT BIDS TO:
Lora Busse-Fleck
Northern Region Personnel
8 E. Galena Boulevard, Suite 401
Aurora, IL 60506
Email: Lora.Busse-Fleck@illinois.gov
Phone: 630-801-3575
Fax: 630-801-3530

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

04/16/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Thu. 04/26/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1833130-337567**

Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare casework services to children and families in high risk categories

AGENCY CONTACT:
LORA BUSSE-FLECK
DCFS NORTHERN REGION
8 E. GALENA BOULEVARD, 4th FLOOR
AURORA, ILLINOIS 60506
FAX: (630) 801-3530
PHONE: (630) 801-3575
EMAIL: Lora.Busse-Fleck@illinois.gov

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

04/16/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MG063**
Bid ID#: **IDPH 61-18-0305**

Under the direction of the Division Chief of the Office of Women's Health and Family Services Division of Women's Health Services, oversees, organizes, directs, and evaluates all aspects of the Illinois Breast and Cervical Cancer Program (IBCCP).

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

04/16/2018



Job Title: **Employment Security Field Office Supervisor**
Agency: Employment Security
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12090**

Under general direction, plans, directs and supervises professional employees engaged in provision of Employment Security programs and service to claimants and employers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner Peyser services.

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

04/16/2018



Job Title: Conservation Education Representative
(TEMPORARY)
Agency: Natural Resources
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$2,464.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 2922

Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults.

WHERE TO APPLY

Department of Natural Resources
Attn: Dan Stephenson
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-524-4111

04/16/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Thu. 04/26/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Christian County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-18-13**

Acts as Service Officer for the Illinois Department of Veterans' Affairs, Field Services. This position will be responsible for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois.

Apply To:
Renee Dougherty
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

04/16/2018



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.HRApplications@illinois.gov

04/16/2018



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

04/16/2018



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

04/16/2018



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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WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
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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04/16/2018



- 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.