



**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

04/27/2018



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](mailto:kerri.bresley@illinois.gov)

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>

04/27/2018



Job Title: Office Associate - Opt 2  
Agency: Human Rights Department  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 2  
Plan/BU: RC014  
Bid ID#: 18-33

Requires the ability to multi-task, to work independently and efficiently. Requires the ability to communicate effectively both orally and in writing with a diverse population. Requires the ability to maintain cooperative working relationships. Requires proficient use of computer software for email, word processing and spreadsheets.

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, Contact Person: Janice Woods-Wills, Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, 312-814-6874, Fax: 312-814-6251.

04/27/2018



b Title: **Tobacco Compliance Specialist**  
Agency: Human Services  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **18-063**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of experience working in a professional environment. Experience with conducting inspections, completing reports, training and communicating with the public is also required. Compliance testing and law enforcement experience is preferred.

**This is a contractual position. No grade is required through CMS Examining and Counseling Division.**

**Interested Applicants should submit a CMS 100 Employment Application to**

**Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762**

04/27/2018



Job Title: Revenue Collection Officer I  
Agency: Revenue  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 17816

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires access to an automobile and possession of a valid driver's license or access to public transportation.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-524-3954 Phone  
217-782-8957 Fax

04/27/2018



Job Title: **Nutritionist**  
Agency: Human Services  
Closing Date/Time: Thu. 05/03/18 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: **RC063**  
Bid ID#: **10-90-105412**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in nutrition, dietetic or food service management, preferably including registration by the Academy of Nutrition and Dietetics. Requires possession of a Dietitian license valid in Illinois.

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>

04/27/2018



Job Title: **Executive II - Opt N1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 05/03/18 11:59 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: **RC062**  
Bid ID#: **CS3899**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires ability to travel.

Agency Contact:  
Division of Child Support Personnel  
509 South Sixth Street  
Springfield, Illinois 62701

217-557-3900 Office  
217-524-3960 Fax

04/27/2018



Job Title: **State Steward - Harness**  
Agency: Illinois Racing Board  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary:  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IRB 18072**

College degree preferred with an emphasis in racetrack management or equine/animal science. Excellent writing and speaking skills a must. 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.

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

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04/27/2018



Job Title: **Office Coordinator - Opt 2**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **1860111-602322**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires Illinois licensure as a notary public.

SUBMIT BIDS TO:  
Paige Baker  
DCFS - 406 E. Monroe St., Station #30  
Springfield, IL 62701

[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)  
Phone: (217) 557-7430  
Fax (217) 785-0395

04/27/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Fri. 05/04/18 5:00 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#: 1860112-607212

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

SUBMIT BIDS TO:  
Paige Baker  
DCFS - 406 E. Monroe St., Station #30  
Springfield, IL 62701

[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)  
Phone: (217) 557-7430  
Fax: (217) 785-0395

04/27/2018



Job Title: **Human Services Caseworker**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **I-HCD Continuous**

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

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/27/2018



Job Title: **Human Services Caseworker - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **J-HCD Continuous**

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

For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. 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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/27/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**  
Agency: Juvenile Justice  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-09 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program.

Ken Hilgendorf, Agency Contact  
Illinois Department of Juvenile Justice  
217-557-1030 x3008

04/27/2018



Job Title: **Investigator**  
Agency: Executive Inspector General \*  
Salary: \$3,333.50 - \$5,833.50 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **200S**

**POSITION SUMMARY:** Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. - 5:00 p.m.  
Office of Executive Inspector General  
69 W. Washington Street  
Chicago, IL 60602

Contact:  
Human Resources  
312-814-1789

04/27/2018



Job Title: DuQuoin State Fair Campground Superintendent  
Agency: Agriculture  
Closing Date/Time: Fri. 08/24/18 5:00 PM Central Time  
Salary: \$10.00 / Hour  
Job Type: Temporary  
Location: Perry County, Illinois  
Number of Vacancies: 2  
Bid ID#: 46

TRAINING AND EXPERIENCE: Requires ability to maintain satisfactory working relationships with various organizational groups and the general public; requires ability to learn and apply basic bookkeeping principles; requires ability to operate basic office equipment (i.e., computer programs, calculator, credit card machine, etc); may require possession of a valid driver's license.

AGENCY CONTACT: IL Dept of Agriculture  
Bureau of Human Resources  
John R. Block Building  
Springfield, IL 62794  
(217) 785-5099

04/27/2018



Job Title: Conservation Education Representative  
(TEMPORARY)  
Agency: Natural Resources  
Closing Date/Time: Tue. 05/01/18 5:00 PM Central Time  
Salary: \$2,464.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 2923

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. **Employment estimated to run from June 25, 2018 through August 17, 2018.**

**WHERE TO APPLY**

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

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



04/27/2018



Job Title: **CE V Physical Tests Engineer**  
Agency: Transportation  
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time  
Salary: \$6,315.00 - \$8,263.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42738**

This position is accountable for planning, directing and coordinating the material testing and inspection activities required to ensure the acceptability of materials incorporated into highway projects in the district. It also involves material inspection for other districts, states, and government agencies.

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, May 1, 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.

04/27/2018



Job Title: **CE IV Senior Design Squad Leader**  
Agency: Transportation  
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time  
Salary: \$5,800.00 - \$7,515.00 monthly  
Job Type: Full-Time  
Location: LaSalle County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42728**

This position is responsible for supervising engineers and technicians in the preparation of studies and plans for highway projects. This position also negotiates and reviews consultant prepared studies and plans.

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, May 1, 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.

04/27/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Mon. 05/07/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$8,301.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-49-105542**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in vocational counseling, guidance, social work, human resources rehabilitation or closely-related field. Requires three years progressively responsible administrative experience in rehabilitation counseling and service delivery. Requires case work management skills; requires thorough working knowledge of Federal and State regulations and procedures in provision of services to persons with disabilities. Requires ability to establish, maintain and nurture effective working relationships in communities served. Requires ability to travel.

**Submit CMS 100 Application to:**

**Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762**

04/27/2018



Job Title: **Corrections Industry Lead Worker**  
Agency: Corrections  
Closing Date/Time: Tue. 05/08/18 4:00 PM Central Time  
Salary: \$4,161.00 - \$6,228.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDOC29-06-18-0039**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires three years of specialized Optical Lab experience. Requires completion of an approved course in guard training within six months of employment. Requires extensive knowledge of institutional rules, regulations, and requirements for the control of residents. Requires extensive knowledge of the methods, techniques, processes, materials, tools, and machinery utilized in the shop. Requires the physical ability to perform duties as assigned.

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

04/27/2018



Job Title: **Mental Health Recovery Support Specialist I**  
Agency: Human Services  
Closing Date/Time: Tue. 05/15/18 4:30 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Union County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-80-18-39 / 105524**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services, and willing to self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Location: Mental Health Services  
Hours: 8:00 AM - 4:30 PM  
Days Out: Saturday & Sunday

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

04/27/2018



## 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>



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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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04/27/2018



- 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.