



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

04/30/2018



Job Title: **Underage Compliance Assistant**
Agency: Revenue
Closing Date/Time: Tue. 05/22/18 5:00 PM Central Time
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **21**
Bid ID#: **DOR 16449**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

Agency Contact:
Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110
Springfield, IL 62702
217-782-6239
217-782-9925 Fax

04/30/2018



Job 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**

04/30/2018



Job Title: **Technical Manager VI - Transit Program Compliance Section Chief**

Agency: Transportation

Closing Date/Time: Mon. 04/30/18 4:30 PM Central Time

Salary: \$6,535.00 - \$8,778.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#42722**

This position ensures compliance of federal and state transit funding programs and for directing the development of technical support and policy analysis on issues associated with the following Office of Intermodal Project Implementation's transit activities: collection, analysis, tracking, proper storage and retention of data and files associated with the Transit group's ongoing and up-to-date federal and state reporting requirements; research, coordination and preparation of responses to internal and external inquiries and/or audits and reviews regarding the Transit group's capital and operating program activities; research and preparation of federal discretionary public transportation funding applications and subsequent agreements; research and preparation of special projects assigned by the Deputy Director

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 **Monday, April 30, 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.

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>

04/30/2018



Job Title: **Technical Manager III - Compliance Project Manager**
Agency: Transportation
Closing Date/Time: Tue. 05/01/18 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# 42724**

This position is accountable for effectively providing technical assistance and training to ensure compliance with federal and state program requirements for state and federal transit operation funding programs. S/he will also identify and address state and federal program compliance deficiencies within the Operations Bureau.

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04/30/2018



Job Title: **Technical Advisor II**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Mon. 05/07/18 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**
Bid ID#: **4525250701411002**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

Please Send Bids & Applications via U.S. Mail & Fax ONLY:
Bobbie Fox, Director Human Resources
160 N. LaSalle, Room 500
Chicago, IL 60601
Fax # 312-793-4311

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>

04/30/2018



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. Prefer at least one year of harness official experience . Prefer accreditation from Racing Officials Accreditation program. Requires familiarity with the administrative rules and statute. Prefer two plus years of supervisory or management experience. Requires proficiency in Microsoft Office Software.

Agency Contact:

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

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>

04/30/2018



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **L-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences. Requires ability to speak, read and write Spanish

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).

04/30/2018



Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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).

04/30/2018



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Tue. 05/01/18 4:00 PM Central Time
Salary: \$3,492.00 - \$4,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-82/105424

Require's a valid Illinois drivers license. Requires knowledge, skill and mental development equivalent to the completion of high school.Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals. Must attend and pass all mandatory training.

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

Fax# 708-338-7078

04/30/2018



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

04/30/2018



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.

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04/30/2018



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.

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04/30/2018



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**

04/30/2018



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

04/30/2018



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

04/30/2018



Job Title: **Registered Nurse II**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC023**
Bid ID#: **10-72-38132**

Requires (a) graduation from an approved nursing education program resulting in an Associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or (b) a bachelor's degree in nursing and one year of professional nursing experience, or (c) a Master's degree in nursing. Requires licensure as a Registered Nurse in the state of Illinois.

AGENCY CONTACT:

Ludeman Center
Human Resources Office
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

04/30/2018



Job Title: **Insurance Company Field Staff Examiner**
Agency: Insurance
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **DOI 17560**

Requires a bachelors degree with 21 semester hours of accounting with additional coursework preferably in computer science, economics, management, finance or other related subjects; requires one year of professional insurance accounting experience in the financial examination of insurance companies, or completion of an approved training program

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).

04/30/2018



Job Title: **Employment Security Tax Auditor I**
Agency: Employment Security
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Testing Purposes Only**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and a minimum of 12 semester hours in accounting, prefers coursework in fundamental and advanced accounting and auditing.

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).

04/30/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **01**

Plan/BU: **RC062**

Bid ID#: **10-72-105512**

Requires a Bachelor's degree in a human service professional field, or a registered nurse; one year of experience working directly with persons with mental retardation or other developmental disability

AGENCY CONTACT:

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

04/30/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Tue. 05/01/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1849022-499669**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy.

SUBMIT BIDS TO:

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608
Phone: 312/814-3775
Fax: 312/814-1224
Email: Tracey.Hardrick@illinois.gov

04/30/2018



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.

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WORKFORCE@LASHAWNFOR.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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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.

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

04/30/2018



- 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.