



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

05/01/2018



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

05/01/2018



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.

05/01/2018



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**

05/01/2018



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

05/01/2018



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

05/01/2018



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

05/01/2018



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

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>

05/01/2018



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
Phone: (217) 557-7430
Fax (217) 785-0395

05/01/2018



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
Phone: (217) 557-7430
Fax: (217) 785-0395

05/01/2018



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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

05/01/2018



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**

05/01/2018



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

05/01/2018



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.

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, 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

05/01/2018



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.LASHAWNFORDCOM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDCOM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/01/2018



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

05/01/2018



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).

05/01/2018



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).

05/01/2018



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

05/01/2018



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.LASHAWNFORDD.COM EMAIL JOB LEADS TO
WORKFORCE@LASHAWNFORDD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/01/2018



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 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.



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.



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?
 - 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>



- 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.