



**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

05/08/2018



Job Title: Office Associate - Opt 2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Fri. 05/18/18 11:59 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#: 18165

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 wpm.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786  
**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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>

05/08/2018



Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-17-105674

Requires knowledge, skill and mental development equivalent to completion of high school and one year office experience. Requires ability to type accurately at 35 wpm.

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

05/08/2018



Job Title: **Social Service Program Planner Iv**  
Agency: Human Services  
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
\$65,292.00 - \$99,816.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-97-105180**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's degree. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Requires working knowledge of Microsoft Word and Outlook. Requires ability to travel, including overnight travel.

*Bureau of Employee Services  
Krissie Buss  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116*

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05/08/2018



Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Thu. 05/17/18 5:00 PM Central Time**

Salary: **\$3,969.00 - \$5,913.00 monthly**  
**\$47,628.00 - \$70,956.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **5**

Plan/BU: **RC062**

Bid ID#: **10-91-105695-99**

*Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Requires ability to speak, read and write Spanish at a colloquial skill level.*

*Bureau of Employee Services  
Krissie Buss  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116*

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05/08/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC062  
Bid ID#: 10-91-105693-4

*Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.*

*Bureau of Employee Services  
Krissie Buss  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116*

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05/08/2018



Job Title: Office Associate - Opt SS2  
Agency: Human Services  
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-90-105731

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Agency programs, rules and regulations. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to accurately type 45 wpm. Requires the ability to speak, read and write Spanish at a colloquial skill level.

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

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05/08/2018



Job Title: **Technical Advisor II**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Thu. 05/17/18 11:59 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC010**  
Bid ID#: **18125**

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

Agency Contact: Human Resources  
320 W Washington St 2nd floor  
Springfield, IL 62786

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217-557-3022 Fax



05/08/2018



Job Title: **Health Facilities Surveillance Nurse**  
Agency: Public Health  
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-18-0335**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRAApplications@illinois.gov](mailto:DPH.HRAApplications@illinois.gov)

05/08/2018



Job Title: **Human Services Casework Manager**  
Agency: Human Services  
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-91-104502**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform 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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05/08/2018



Job Title: **Support Service Worker**  
Agency: Human Services  
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time  
Salary: \$2,700.00 - \$3,641.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **RC009**  
Bid ID#: **10-72-105622**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

AGENCY CONTACT:  
Alice M. Chambers  
Ludema Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017

05/08/2018



Job Title: Office Associate - Opt 2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Fri. 05/18/18 11:59 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#: 18165

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 wpm.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786

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217-557-3022 Fax

05/08/2018



Job Title: **Building/Grounds Maintenance Worker**  
Agency: Military Affairs, Department of  
Closing Date/Time: Thu. 05/17/18 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: McHenry County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **18-049**

Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires elementary knowledge of one or more of the building and mechanical trades. Requires ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Requires the ability to understand and communicate effectively with co-workers and supervisors.

For Additional Information contact Janice Estes at 217-761-3786.



05/08/2018



Job Title: **Telecommunicator Specialist**  
Agency: State Police  
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Perry County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC014**  
Bid ID#: **21-13-ISP18-093**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program.

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

05/08/2018



Job Title: **Mental Health Technician III - Opt MC**  
Agency: Human Services  
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time  
Salary: \$2,951.00 - \$4,124.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-73-105551**

Requires strength and ability to carry out physical restraint procedures - ability to lift and carry 50 pounds, communicate orally and in writing; ability to communicate in sign language at a colloquial skill level. Ability to work overtime and a shift different than normal assignment. Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and development of persons with developmental disabilities.

**Jennifer Gunnon**  
**Human Resources/Labor Relations Director**  
**Mabley Developmental Center**  
**1120 Washington Avenue**  
**Dixon, IL 61021**  
**815-288-8340**  
**815-288-8321 (fax)**

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05/08/2018



Job Title: **Telecommunicator Trainee**  
Agency: State Police  
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Perry County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC014**  
Bid ID#: **21-13-ISP18-092**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

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

05/08/2018



Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Lake County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-70-18-105329-20**

Requires knowledge, skill, mental development equivalent to completion of four years of college with courses in dietetics. May require possession of a valid Illinois Food Sanitation Certificate; requires possession of a Dietitian License from the Department of Professional Regulation.

Contact:  
Human Resources Department  
Ann M. Kiley Center  
1401 W. Dugdale Road  
Waukegan, IL 60085  
fax: 847-249-0722

05/08/2018



Job Title: **Plumber**  
Agency: Agriculture  
Closing Date/Time: Fri. 05/18/18 5:00 PM Central Time  
Salary: \$62.20 / Hour  
Job Type: Temporary  
Location: Perry County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **PR000**  
Bid ID#: **11-10-IDOA 284**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires elementary knowledge of trade tools and ability to understand and carry out orders.

IL Dept of Agriculture  
DuQuoin State Fairgrounds  
655 Executive Drive  
DuQuoin, IL 62832  
(618) 542-1515



05/08/2018



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

05/08/2018



Job Title: **Educator - Opt C**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,860.00 - \$7,103.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-44-104755**

Requires possession of a current and valid ISBE issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, Illinois 60608

ATTN: Benjamin Davis  
312/433-3147 - Voice  
312-433-3056 - Fax

05/08/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,471.00 - \$6,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-44-104847**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, Illinois 60608

ATTN: Benjamin Davis  
312/433-3147 - Voice  
312/433-3056 - Fax

05/08/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Wed. 05/09/18 5:00 PM Central Time**

Salary: **\$3,792.00 - \$5,601.00 monthly**  
**\$45,504.00 - \$67,212.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-104371**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE) or, a Master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

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

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05/08/2018



## **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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## 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.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

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05/08/2018



- 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.