



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

05/19/2018



Job Title: **Public Service Administrator - Opt 6C**
Agency: Public Health
Closing Date/Time: Wed. 05/23/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDPH 26-17-0177**

Requires a Bachelor's degree in epidemiology, demography, biostatistics, sociology, psychology, economics, public health or related social science research field from an accredited university, preferring a Master's Degree. Requires four years progressively responsible experience in applied epidemiology, biostatistics, or in population health, or a related research field. Requires experience utilizing SAS. Prefers experience with building queries in SQL and with other statistical or survey software such as REDCAP, SurveyMonkey, or Epi Info.

Agency Contact:

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

05/19/2018



Job Title: **Social Worker III**
Agency: Human Services
Closing Date/Time: Wed. 05/23/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC063**
Bid ID#: **10-72-105765**

Requires a master's degree in social work from a recognized college or university, supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled individuals. Requires licensure as a Clinical Social Worker by the Department of Professional Regulation. Requires the ability to serve in a leadership capacity to less experienced professional care staff. Requires ability to prepare complex written and oral reports. Requires the ability to carry out physical restraint procedures.

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

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

05/19/2018



Job Title: **Human Services Casework Manager - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 05/23/18 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#: **10-91-102456**

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. Requires 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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05/19/2018



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

05/19/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Tue. 05/22/18 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: **RC063**

Bid ID#: **1813026-139313**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience

Contact:
Karen Wagner
1911 S Indiana Ave
9th Floor
Chicago, IL 60616
312-328-2461
312-328-2321 (fax)
Karen.A.Wagner@illinois.gov

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05/19/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Tue. 05/22/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-97-105754**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Please forward applications to:
Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

05/19/2018



Job Title: **Technical Advisor II, Legal Advocacy Service - Chicago Office**

Agency: Guardianship & Advocacy Commission

Closing Date/Time: Fri. 05/25/18 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC010**

Bid ID#: **45252-50-70-211-10-02**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions. Requires at least four years of litigation experience.

Send Bids and Applications via FAX or Mail ONLY:
Bobbie Fox, Director Human Resources
Guardianship & Advocacy Commission
160 N. LaSalle Street, Room 500
Chicago, IL 60601

Fax# 312-793-4311

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05/19/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 05/25/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-18-15**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

Current State Employees send Bid Form and CMS100 Applications to:

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

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05/19/2018



Job Title: **Office Coordinator - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Thu. 05/24/18 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#: **1847018-475549**

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.

SUBMIT BIDS TO:

Tracey Hardrick
Bureau Of Operations - Cook
2020 W. Roosevelt Rd, 2nd FL
Chicago, IL 60608

Tracey.Hardrick@illinois.gov

Phone: (312) 814-3775

Fax: (312) 814-1224

05/19/2018



Job Title: **Office Coordinator - Opt 2**
Agency: State Police
Closing Date/Time: Fri. 06/01/18 4:00 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#: **21-31-ISP18-106**

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 skill in typing accurately at 30 words per minute. Requires working knowledge of the logic of computer programs/language.

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

05/19/2018



Job Title: **Technical Manager IV Communications Outreach Liaison (Region 2)**

Agency: Transportation

Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time

Salary: \$5,015.00 - \$7,085.00 monthly

Job Type: Exempt

Location: LaSalle County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#42785**

This position is accountable for communicating departmental priorities and policy to the public, elected officials, business and civic leaders and organizations, other key stakeholders and the general public.

A cover letter, resume and Technical Application [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 **Thursday, May 31, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application

05/19/2018



Job Title: **Geologist II Soils & Foundations Analyst**
Agency: Transportation
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time
Salary: \$4,435.00 - \$6,098.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42307**

This position is accountable for obtaining soils samples, coordinating the analysis of soils samples, preparing soils profiles, performing stability analysis, making pavement design analyses as required in the design and construction of all highway improvements, and coordinating the boring crews.

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 **Thursday, May 31, 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.

05/19/2018



Job Title: **Activity Therapist Coordinator**
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time
Salary: \$4,338.00 - \$6,500.00 monthly
Job Type: Full-Time
Location: Randolph County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-78-105638**

Requires a Bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, field work or practicum supplemented by 2 years professional experience as an Activity Therapist; or requires a Master's Degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy and 1 year of professional experience as an Activity Therapist.

Agency Contact: Nicole Wolff / Rhonda Dunning, Human Resources
Phone: (618) 826-4571 ext. 331
Fax: (618)826-3398

05/19/2018



Job Title: **Account Technician II Opt. MC**
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 4:00 PM Central Time
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-73-105757**

Requires a knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires extensive knowledge of accounting techniques, office methods and procedures. Requires working knowledge of principles and functions of standard office accounting machines and equipment. Prefers prior experience working with word processing and spreadsheet software.

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

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05/19/2018



Job Title: **Shift Supervisor**
Agency: Corrections
Closing Date/Time: Thu. 05/31/18 4:00 PM Central Time
Salary: \$6,698.00 - \$9,984.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDOC 29-85-18-0924**

Under direction of the Assistant Warden of Operations, Sr. Public Service Administrator, supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conducive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments.

WORK HOURS: 3pm-11pm with SUNDAY/MONDAY OFF
LOCATION: IDOC/PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764.
AGENCY CONTACT: ELAINE RENTZ, HR REPRESENTATIVE, PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816 x 2407. FAX: 815/842-9079.

05/19/2018



Job Title: **Telecommunicator Trainee**
Agency: State Police
Closing Date/Time: Thu. 05/31/18 4:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP18-104**

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

05/19/2018



Job Title: Corrections Food Service Supervisor I (Upward Mobility Target Title) - DIXON CC

Agency: Corrections

Closing Date/Time: Thu. 05/31/18 4:00 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Lee County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-93-18-0954

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires two years of experience in food preparation in large-scale food operation. Requires completion of an orientation-training course within six months of employment. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Requires thorough knowledge of food service sanitation.

CONTACT:

KATHY NEWSTRAND, HRR OR JOYCE ROGERS, HRA
DIXON CORRECTIONAL CENTER
2600 N. BRINTON AVENUE
DIXON, IL 61021
PHONE: 815-288-5561 EXT. 2106 OR 2108
FAX: 815-288-0118
EMAIL: kathy.newstrand@illinois.gov or joyce.rogers@illinois.gov

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05/19/2018



Job Title: Human Services Caseworker - Opt SS (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 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: 4
Plan/BU: RC062
Bid ID#: 10-91-105857--60

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.

*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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05/19/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 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: 4
Plan/BU: RC062
Bid ID#: 10-91-105853-56

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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05/19/2018



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Thu. 05/31/18 5:00 PM Central Time
Salary: \$3,001.00 - \$3,783.00 monthly
\$36,012.00 - \$45,396.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-105868**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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

05/19/2018



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.

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05/19/2018



- 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.