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

05/24/2018

Job Title:	Child Protection Specialist
Agency:	Children & Family Services
Closing Date/Time:	Wed. 06/06/18 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#:	1849034-498622

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience

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

05/24/2018

Job Title:	Employment Security Program Representative (Upward Mobility Target Title)
Agency:	Employment Security
Closing Date/Time:	Tue. 06/05/18 11:59 PM Central Time
Salary:	$3,647.00 - $5,342.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	RCRA 12113

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member. Requires working knowledge of those provisions of the UI Act impacting on areas of responsibility

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

05/24/2018

Job Title:	Office Associate - Opt 1
Agency:	Financial & Professional Regulation
Closing Date/Time:	Tue. 06/05/18 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#:	18286

Under direction, performs a variety of complex clerical work in the Chicago office. Serves as a receptionist for one of the multiple Chicago office desks, including the Secretary and Division Executives' offices; disseminates information to the public via telephone and/or walk?in inquiries of the functions of the Department. Provides clerical office support, including but not necessarily limited to preparing documents, creating and maintaining spreadsheets, filing, entering data into database, answering general inquiries and maintaining the office. Maintains intra?office security program for all visitors entering the Chicago office reception area.

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

05/24/2018

Job Title:	Executive II - Opt SS
Agency:	Healthcare & Family Services
Closing Date/Time:	Tue. 06/05/18 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#:	CS3921

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 speak and write Spanish at a colloquial skill level. Requires ability to travel.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

05/24/2018

Job Title:	Office Coordinator - Opt SS2
Agency:	Healthcare & Family Services
Closing Date/Time:	Mon. 06/04/18 11:59 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#:	CS3912

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 extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level. Requires the ability to travel.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

05/24/2018

Job Title:	Office Associate - Opt SS2
Agency:	Human Services
Closing Date/Time:	Mon. 06/04/18 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#:	10-91-105893

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

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

05/24/2018

Job Title:	Staff Development Specialist I
Agency:	Human Services
Closing Date/Time:	Mon. 06/04/18 5:00 PM Central Time
Salary:	$4,476.00 - $6,124.00 monthly $53,712.00 - $73,488.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-91-105892

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tolls), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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

05/24/2018

Job Title:	Social Service Program Planner Iv
Agency:	Human Services
Closing Date/Time:	Mon. 06/04/18 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#:	10-97-105899

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 Office and Outlook. Requires ability to travel, including overnight.

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

05/24/2018

Job Title:	Social Service Program Planner III
Agency:	Human Services
Closing Date/Time:	Mon. 06/04/18 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:	2
Plan/BU:	RC062
Bid ID#:	10-97-105897-105898

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

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

05/24/2018

Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Thu. 05/31/18 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#:	10-91-105867

Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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

05/24/2018

Job Title:	TM II Personnel Support Specialist
Agency:	Transportation
Closing Date/Time:	Thu. 05/31/18 4:30 PM Central Time
Salary:	$4,105.00 - $5,710.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Bid ID#:	IPR#42776

This position is accountable for providing administrative assistance to the district Personnel Services Manager in attending to the daily operations of the Personnel Services Section. This includes, but is not limited to all matters pertaining to discipline, grievances and other confidential matters that impact the district's human resources.

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.

05/24/2018

Job Title:	Health Services Investigator I, Option A - General - Opt A
Agency:	Financial & Professional Regulation
Closing Date/Time:	Wed. 05/30/18 11:59 PM Central Time
Salary:	$4,612.00 - $6,990.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	18219

*Requires bachelor's degree, preferably with coursework in law, government and health related fields. *Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of State agencies

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

05/24/2018

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.

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

05/24/2018

Job Title:	Building/Grounds Laborer
Agency:	Military Affairs, Department of
Closing Date/Time:	Fri. 05/25/18 11:59 PM Central Time
Salary:	$3,240.00 - $4,592.00 monthly
Job Type:	Full-Time
Location:	Kankakee County, Illinois
Number of Vacancies:	1
Plan/BU:	RC042
Bid ID#:	18-051

REQUIREMENTS: Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires the ability to effectively communicate with co-workers and supervisors. Requires the ability to follow instructions to successfully accomplish position responsibilities. Requires possession of an appropriate valid driver's license.

POSITION LOCATION: Kankakee Armory
1191 E. 4000 S. Road
Kankakee, Illinois 60901

WORK SHIFT: 800AM-430PM
Monday-Friday

BARGAINING UNIT: RC-042

For Additional Information: Contact Janice Estes at (217) 761-3786.

05/24/2018

Job Title:	Health Services Investigator I, Option A - General - Opt A
Agency:	Financial & Professional Regulation
Closing Date/Time:	Fri. 05/25/18 11:59 PM Central Time
Salary:	$4,612.00 - $6,990.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	18188

* Requires bachelor's degree, preferably with coursework in law, government and health related fields. * Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of state agencies; methods and procedures of office management.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786
Scan all applications or questions to FPR.Employment@illinois.gov

05/24/2018

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

05/24/2018

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

05/24/2018

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

05/24/2018

Job Title:	Executive I - Opt N1
Agency:	Healthcare & Family Services
Closing Date/Time:	Mon. 06/04/18 11:59 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#:	CS3913

Under direction, plans, manages, and evaluates the Cook County/Northern Facilities/Mailroom program for the Division of Child Support Services (DCSS); develops and maintains a working relationship with DCSS' main Administrative office to coordinate the implementation of the section's Quality Control program; directs and implements the Cook Central Office mail distribution program for the division; maximizes program effectiveness

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

05/24/2018

Job Title:	Office Coordinator - Opt SS2
Agency:	Healthcare & Family Services
Closing Date/Time:	Mon. 06/04/18 11:59 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#:	CS3912

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.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

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.

05/24/2018

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 the13 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

○

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.

- 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.