



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

06/19/2018



Job Title: **Industrial Services Hygienist**
Agency: Department of Labor
Closing Date/Time: Mon. 07/02/18 5:00 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#: **DOL 2018-20-200-07**

Performs complex technical hygiene consultations and inspections at a variety of small business establishments, industrial or construction sites for compliance with Federal Occupational Safety and Health Act Standards, ACGIH and NIOSH recommendations, legislation and regulations; develops and provides training for employers and employees as identified during the consultation process.

Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
Fax (217) 782-0596

06/19/2018



Job Title: **Mental Health Technician Trainee /Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Fri. 06/29/18 5:00 PM Central Time

Salary: \$2,577.00 - \$3,779.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **25**

Plan/BU: **RC009**

Bid ID#: **10-72-106142-106166**

Mental Health Technician Trainee

Requires knowledge, skill and mental development equivalent to completion of high school. Requires the ability to participate in and successfully complete a comprehensive training program. Requires ability to implement training programs and procedures for individuals with developmental disabilities.

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

06/19/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 06/29/18 5:00 PM Central Time
Salary: \$3,116.00 - \$8,301.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-007**

Serves as the statewide coordinator for the Projects for Assistance in Transition from Homelessness (PATH) federal grant. Responsible for planning and executing policies and procedures to meet federal regulations for the target population including individuals who are homeless and have a serious mental illness and/or a co-occurring substance abuse disorder.

Samantha Silva, BES/Division of Mental Health
100 South Grand Ave. East- 3rd Floor
Springfield, IL 62762
Fax: (217) 524-3385

06/19/2018



Job Title: **Senior Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Fri. 06/29/18 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-105**

Requires knowledge, skill and mental development equivalent to four years of college.

Requires at least four years experience in administrative of human or social service organization.

Strong oral and written communication, analytical and problem solving skills.

Samantha Silva, BES/Division of Mental Health
100 South Grand Ave. East- 3rd Floor
Springfield, IL 62762
Fax: (217) 524-3385

06/19/2018



Job Title: **Paralegal Assistant**
Agency: Children & Family Services
Closing Date/Time: Fri. 06/29/18 5:00 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: **RC062**
Bid ID#: **1803022-033414**

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate. Requires travel.

Contact:
Brandi Lake
2020 W. Roosevelt Rd
Chicago, Illinois 60608
PHONE: (312) 814-1222
FAX: (312) 814-1224
Email: Brandi.Lake@[illinois.gov](mailto:Brandi.Lake@illinois.gov)

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

06/19/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Fri. 06/29/18 4:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **3**
Plan/BU: **RC009**
Bid ID#: **10-82/106365, 106306, 106307**

Requires knowledge skill and mental development equivalent to completion of high school supplemented by six months experience in the housekeeping field. Requires working knowledge of routine tasks commonly found in a housekeeping department. Requires ability and skill in the basic preparation of cleaning solutions, machines and equipment. Requires the ability to lift and/or push up to 60 lbs.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Avenue Hines, IL. 60141
Fax# 708-338-7078

06/19/2018



Job Title: **Police Officer I**
Agency: State Police
Closing Date/Time: Fri. 06/29/18 4:00 PM Central Time
Salary: \$4,144.00 - \$6,033.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC029**
Bid ID#: **21-61-ISP18-125**

Requires knowledge, skill, and mental development equivalent to the completion of high school. Requires graduation from an accredited basic law enforcement academy, with an Illinois state certification as a police officer, and one year of law enforcement experience as a police officer. Requires elementary knowledge of all applicable federal and state laws, county, and local ordinances. Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions and authorities.

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

06/19/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Abraham Lincoln Presidential Library and Museum
Closing Date/Time: Thu. 06/28/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **ALP18011**

Requires the completion of a Ph.D. in American history or related field, plus five years of professional experience in the field of documentary editing. Requires thorough knowledge and experience in performing historical research, editing and writing and thorough knowledge of Illinois and/or Abraham Lincoln historical literature and collections

Agency Contact:

Melissa Schaefer
Director of Human Resources
Abraham Lincoln Presidential Library and Museum
212 North Sixth Street
Springfield, Illinois 62701
217-557-5875
ALPLM.HR@illinois.gov

06/19/2018



Job Title: **Administrative Assistant I - Opt H2**
Agency: Human Rights Department
Closing Date/Time: Thu. 06/28/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **18-43**

Requires completion of four years of college or equivalent, preferably with courses in public or business administration. Requires at least one year of professional experience. It is preferred that candidate have working knowledge of the IBM AS/400, personal computers and Local Area Networks.

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).

06/19/2018



Job Title: **Evaluation Coordinator**
Agency: Human Services
Closing Date/Time: Mon. 06/25/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 18-068**

Bachelors degree required and previous experience in information technology system development, MS Excel and people skills. Knowledge of management principles to design studies and surveys to evaluate overall program implementation. Office etiquette, ability to prepare clear and comprehensive reports, experience with employment and training.

Applications should be mailed or emailed to:

LaTanya Law-Fountain
Associate Director Workforce Development
1308 W 105th Street 2nd Floor
Chicago, IL 60643
PH: 773 881-2934
Latanya.M.Law-Fountain@Illinois.gov

06/19/2018



Job Title: Office Assistant - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 06/21/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813033-133707

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alphanumeric sequencing; of office practices, procedures and programs; of grammar, spelling and punctuation; and of basic mathematics; requires ability to follow oral and/or written instructions and to operate commonly-used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

Agency Contact:

Karen Wagner
Office of Employee Services
1911 S. Indiana, 9th FL
Chicago, IL 60616
Phone: 312-328-2461
Fax: 312-3282321
Email: Karen.A.Wagner@Illinois.gov

06/19/2018



Job Title: **Educator - Opt B**
Agency: Juvenile Justice
Closing Date/Time: Thu. 06/21/18 5:00 PM Central Time
Salary: \$4,248.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0023**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior.

Agency Contact:

Oleavia Green
136 North Western Avenue
Chicago, IL 60612
(312) 633-5219 x4080 (desk)
(312) 633-5229 (fax)
oleavia.green@illinois.gov

06/19/2018



Job Title: **Advanced Grantee Auditor - Non-Code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time
Salary: \$60,000.00 - \$90,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA Non-Code 50680-03-2018**

Bachelor's degree in accounting or finance or other relevant discipline. Five years of accounting and financial audit experience, preferably with government grants; proficiency in Microsoft Office, Excel, Word, Access, and Power Point. Excellent critical thinking, communication and analytic skills. Ability to work independently and as part of a team; willingness and ability to travel in state, including valid Illinois Driver's License.

Work hours: 8:30 a.m. to 5:00 p.m.
Agency: Illinois Criminal Justice Information Authority
Location: 300 W. Adams St., Suite 200
Chicago, Illinois 60606
Contact: Dawn English/ dawn.english@illinois.gov
Office of Human Resources

06/19/2018



Job Title: **TM III Documentation Reviewer**
Agency: Transportation
Closing Date/Time: Thu. 06/21/18 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#42673**

This position is accountable for duties associated with the interim and final audit of construction documentation content and procedures so contractor payments and construction change orders can be correctly and promptly approved and paid, federal reimbursement ensured, and construction contracts can be finalized in a timely manner.

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, June 21, 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.

06/19/2018



Job Title: **Technical Advisor II, Legal Advocacy Service**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 06/20/18 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#: **45252-50-70-211-1002**

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. Four years of litigation experience preferred. 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.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

06/19/2018



Job Title: **Guardianship Representative (Estate)**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time
Salary: \$4,077.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **17710-50-70-141-1002**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Send bids & applications to:
Bobbie Fox, HR Director
Illinois Guardianship & Advocacy Commission
160 N. LaSalle, Room 500
Chicago, IL 60601
Fax # 312-793-4311

06/19/2018



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Wed. 06/20/18 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#: **10-90-106247**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in business or public administration with course work in economic theory, accounting/finance, organizational theory, and operation research. Requires three years progressively responsible professional experience in management operations analysis. 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

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

06/19/2018



Job Title: **Corrections Grounds Supervisor**
Agency: Corrections
Closing Date/Time: Thu. 06/21/18 4:00 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-18-2170**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires two years experience in grounds maintenance and gardening. Requires completion of an approved course in guard training within six months of employment. Requires extensive knowledge of grounds maintenance equipment and insecticides.

CONTACT: Julie Cahill, Human Resources Representative - Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
Phone: (815)730-4400 ext. 2019
Fax: (815)730-4401
E-mail: julie.cahill@illinois.gov

06/19/2018



Job Title: **Technical Advisor II, Legal Advocacy Service**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 06/20/18 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#: **45252-50-70-211-1002**

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. Four years of litigation experience preferred. 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.

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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06/19/2018



Job Title: **Guardianship Representative (Estate)**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time
Salary: \$4,077.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **17710-50-70-141-1002**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Send bids & applications to:
Bobbie Fox, HR Director
Illinois Guardianship & Advocacy Commission
160 N. LaSalle, Room 500
Chicago, IL 60601
Fax # 312-793-4311

06/19/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: **Guardianship & Advocacy Commission**
Closing Date/Time: **Wed. 06/20/18 5:00 PM Central Time**
Salary: **\$3,116.00 - \$9,765.00 monthly**
Job Type: **Full-Time**
Location: **Champaign County, Illinois**
Number of Vacancies: **1**
Plan/BU: **GB010**
Bid ID#: **37015-50-70-130-00-06**

Requires a license to practice law in Illinois plus two years practicing law; requires trial practice experience; knowledge of rules of evidence and judicial and administrative procedures, case law and legal research techniques; possession of exceptional writing skills. Requires the ability to analyze and organize facts and legal issues and the judgment to advise, assist and direct other attorneys in implementing individual case strategy.

SEND BID AND COPY OF APPLICATION VIA MAIL OR FAX ONLY:
BOBBIE FOX, HR DIRECTOR
ILLINOIS GUARDIANSHIP & ADVOCACY COMMISSION
160 N. LASALLE STREET, ROOM 500
CHICAGO, IL 60601
FAX # 312-793-4311

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
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06/19/2018



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



○

How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
 - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.

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

06/19/2018



- 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.