



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**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

06/20/2017



Job Title: ET III CADD Draftsperson
Agency: Transportation
Closing Date/Time: Wed. 06/28/17 4:30 PM Central Time
Salary: \$3,840.00 - \$5,308.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 2
Bid ID#: IPR#41914

This position is responsible for using computer aided design and drafting equipment (CADD) in managing and developing roadway and structure cell libraries and civil cell applications, drafting highway standards, and revising and creating CADD design details for various policy manual updates.

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 **Wednesday, June 28, 2017**, 4:30 p.m.

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06/20/2017



Job Title: **Human Resources Associate - Opt 2**
Agency: Veterans Affairs
Closing Date/Time: Wed. 06/28/17 4:00 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: **RC014**
Bid ID#: **34-50-17-61**

Prepares personnel transactions for the facility. Assists in gathering data for transactions, ensuring all forms are complete, salaries figured correctly, dates are correct, positions numbers are established and correct and proper documents are attached. Responsible for maintaining facility Worker Compensation claims/files; evaluation tracking; maintaining assorted reports; assisting with new hires; serves as back up for timekeeping entry.

Contact:
Human Resources
1 Veterans Dr.
Manteno, IL 60950
815-468-6581 ext. 328

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06/20/2017



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 06/28/17 4:59 PM Central Time
Salary: \$3,878.00 - \$5,212.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10/79-101464**

Under general supervision of the AT Supervisor and directed by the AT Coordinator, collaborates on the development and implementation of a comprehensive Activity Therapy program on a patient care unit in Central Programs. Provides clinical excellence in assessment, evaluation, treatment planning, group and/or individual treatment and documentation

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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06/20/2017



Job Title: Office Administrator III - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-97-101676

Under direction of the program manager, serves as working supervisor to office support staff in the Bureau of TANF & Teen Parent Services/South, Division of Family & Community Services, Department of Human Services, functions as staff assistant performing paraprofessional secretarial and office support duties

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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06/20/2017



Job Title: **Automotive Shop Supervisor**
Agency: Central Management Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$4,840.00 - \$6,487.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR706**
Bid ID#: **CMS 15879**

Under direction, manages, instructs and directs subordinates in the repair and reconditioning of automobiles, trucks, and other equipment and machinery commonly used on highway construction and maintenance activities; travels to various facilities to inspect work during repair and/or reconditioning processes and upon completion. Supervises staff.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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06/20/2017



Job Title: Office Coordinator - Opt 2
Agency: Natural Resources
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Massac County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 12-32-5073

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

WHERE TO APPLY

Department of Natural Resources
Attn: Chris McGinness
Fort Massac State Park
1308 E. 5th St.
Metropolis, IL 62960
Phone: 618-524-4712

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06/20/2017



Job Title: Vocational Instructor - Opt C Personal Services Contract
Agency: Human Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$2,464.00 - \$4,731.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 18-001 PSC

Job Description: This contract as part of the pre-employment preparation program will work with students with disabilities in employability skills such as time management, positive work ethics, team building, workforce behaviors, resume and portfolio development, and interviewing skills providing both the necessary practical knowledge and marketable works skills to facilitate student entry into employment.

To apply please submit CMS 100 Application and Cover Letter to:

Sherrie Bridges
Division of Rehabilitation Services
Manager/Personnel Support Unit
100 South Grand Avenue East
Springfield
FAX: (217) 558-6275
Email: Sherrie.Bridges@Illinois.gov

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06/20/2017



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Wed. 06/28/17 5:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 44-17-0355**

Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at the regional level. Serves as working supervisor.

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

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06/20/2017



Job Title: Educator - Personal Services Contract
Agency: Juvenile Justice
Closing Date/Time: Thu. 06/29/17 4:00 PM Central Time
Salary: \$5,000.00 / Month
Job Type: Temporary
Location: Kane County, Illinois
Number of Vacancies: 2
Bid ID#: IDJJ27-PSC-17-0030

Under general supervision of the Principal, instructs students and completes other educational tasks assigned by the School District Administrator. Assumes control of and responsibility for, the students' learning environment. Provides quality classroom instruction, which includes Blended Learning using Gradpoint.

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

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06/20/2017



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Thu. 06/29/17 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: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-95-101559**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing receptionist functions for support staff.

*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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06/20/2017



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Thu. 06/22/17 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-101431**

Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

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06/20/2017



Job Title: Licensed Practical Nurse II (Upward Mobility Target Title)
Agency: Veterans Affairs
Closing Date/Time: Sun. 06/25/17 4:00 PM Central Time
Salary: \$3,319.00 - \$4,720.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-125-17-64

Under general supervision, independently performs a variety of skilled practical nursing functions for physically ill, mentally handicapped or geriatric patients, involving either minor supervisory, lead worker, or other than simple routine practical nursing functions. Prepares and applies special dressings and catheters

Contact:
Jeri Gulli
IL Veterans' Home
1 Veterans' Drive
Manteno, Illinois 60950
Phone: 815-468-6581 ext 328
Fax: 815-468-1596

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06/20/2017



Job Title: **Veterans Nursing Assistant - Certified - Upward Mobility Target Title**

Agency: Veterans Affairs

Closing Date/Time: Sun. 06/25/17 4:00 PM Central Time

Salary: \$2,951.00 - \$4,124.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC009**

Bid ID#: **34-125-17-56**

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs

Contact:
Human Resources
IL Veterans' Home
#1 Veterans' Drive
Manteno, Illinois 60950
Phone: 815/468-6581 ext 328
Fax: 815/468-1596

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

06/20/2017



Job Title: **Blasting Specialist**
Agency: Natural Resources
Closing Date/Time: Mon. 06/26/17 5:00 PM Central Time
Salary: \$5,143.00 - \$7,846.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **NR916**
Bid ID#: **12-72-5170**

Under administrative direction, conducts on a regional basis regulatory blasting and explosives programs in order to assure compliance with the Surface Coal Mining Land Conservation and Reclamation Act, the Surface Mined Land Conservation and Reclamation Act and the Illinois Explosives Act.

WHERE TO APPLY

Department of Natural Resources
Attn: Michael Falter
One Natural Resources Way
Springfield, IL 62702
Phone: 217-785-9019

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

06/20/2017



Job Title: **Civil Engineer II**
Agency: Natural Resources
Closing Date/Time: Mon. 06/26/17 5:00 PM Central Time
Salary: \$4,845.00 - \$8,035.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **NR916**
Bid ID#: **12-64-410**

Under general supervision, performs moderately difficult professional civil engineering duties, reviews petitions and modifications to existing Lake Michigan water allocations and the collection of required annual and monthly water use data; prepares reports of water use and other reports

WHERE TO APPLY

Department of Natural Resources
Attn: Jim Casey
Office of Water Resources
160 N. LaSalle, Ste. 703
Chicago, IL 60601
Phone: 312-793-5947

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06/20/2017



Job Title: **Realty Specialist II - Negotiator**
Agency: Transportation
Closing Date/Time: Mon. 06/26/17 4:30 PM Central Time
Salary: \$4,105.00 - \$5,710.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Bid ID#: **IPR#41801**

This position is responsible for acquiring right-of-ways on multi-parcel projects for current transportation improvements and acquisition for future highway construction and other related improvements.

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, June 26, 2017**, 4:30 p.m.

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06/20/2017



Job Title: **Technical Manager VI - Local Planning and Programming Manager**

Agency: Transportation

Closing Date/Time: Mon. 06/26/17 4:30 PM Central Time

Salary: \$6,535.00 - \$11,020.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#41915**

This position is accountable for developing and maintaining the local public agency portion of the departmental Annual and Multi-Year Transportation Improvement Programs; allocating federal and associated state matching funds to local public agencies

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, June 26, 2017, 4:30 p.m.**

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06/20/2017



Job Title: Health Facilities Surveyor III - Opt 1
Agency: Public Health
Closing Date/Time: Tue. 06/27/17 5:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Williamson County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IDPH 44-17-0358

Under general direction of the Regional Field Supervisor, independently or as a member of a professional team, travels to conduct surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations.

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).

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06/20/2017



Job Title: **Guardianship Representative**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Tue. 06/27/17 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Bid ID#: **17710-50-70-129-10-06**

Under general supervision, serves as representative from the Office of State Guardian (OSG), a division of the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day-to-day management of personal and financial affairs; visits, assesses and counsels wards at scheduled intervals and travels to conduct visits

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

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06/20/2017



Job Title: **Research Scientist I - Opt 2A**
Agency: Corrections
Closing Date/Time: Tue. 06/20/17 4:00 PM Central Time
Salary: \$3,498.00 - \$5,294.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDOC29-01-17-0004**

Under general supervision of the Research Supervisor (Public Service Administrator), performs research activities including design, data collections, analysis, and evaluation; research implementation, validation, report writing and presentations; correctional impact analysis

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).

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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.
 - 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.

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