

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



Job Title:	Staff Development Specialist I
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 5:00 PM Central Time
Salary:	\$4,377.00 - \$6,581.00 monthly \$52,524.00 - \$78,972.00 annually
Job Type:	Full-Time
Location:	Peoria County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-93-102792

Under general supervision, serves as program trainer for Region 3 of Family and Community Services (FCS). Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare program. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans, Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in the performance of duties.

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



Job Title:	Public Aid Eligibility Assistant - Opt SS
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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:	Winnebago County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-92-102838

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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



Job Title:	Human Services Caseworker (Upward Mobility Target Title)
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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:	Winnebago County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-92-102837

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment;

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



Job Title:	Information Systems Analyst II - Opt A
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 5:00 PM Central Time
Salary:	\$5,770.00 - \$8,873.00 monthly \$69,240.00 - \$106,476.00 annually
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	10-06-102850

Under direction of the Unit Supervisor; functions as a senior analyst independently performing tasks of a complex nature which includes the analysis and evaluation of system requirements using online and batch processing, IMS, DB2, JCL, COBOL (including some Telon), Easytrive, and various system utilities. As the system analyst primarily for the Child Care Tracking System (and others) conducts feasibility studies, provides expertise to lower level MIS staff, confers with user groups to establish MIS requirements, and ensures that user requirements are implemented.

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



Job Title:	Food Services Program Manager
Agency:	Juvenile Justice
Closing Date/Time:	Thu. 09/21/17 4:00 PM Central Time
Salary:	\$6,745.00 - \$9,984.00 monthly
Job Type:	Full-Time
Location:	DuPage County, Illinois
Number of Vacancies:	1
Plan/BU:	VR704
Bid ID#:	ID11-27-42-2017-0156

Under administrative direction of the Assistant Superintendent of Operations, (SPSA); plans, develops and coordinates a large-scale food services program for the facility. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff. Directs initiation and maintenance of proper and healthy sanitation and safety standards. Plans, schedules and publishes all menus for general and/or special diets. Prepares reports (daily, weekly, monthly, annually) regarding food costs.

Location / Agency Contact:

Kelly Meeks IYC Warrenville 30W200 Ferry Road Warrenville, IL 60555 (630) 983-6213 fax



Job Title:	Food Services Program Manager
Agency:	Juvenile Justice
Closing Date/Time:	Thu. 09/21/17 4:00 PM Central Time
Salary:	\$6,745.00 - \$9,894.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	VR704
Bid ID#:	IDJJ27-17-17-1407

Under administrative direction of the Assistant Superintendent of Operations, (SPSA); plans, develops and coordinates a large-scale food services program for the facility. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff. Directs initiation and maintenance of proper and healthy sanitation and safety standards. Plans, schedules and publishes all menus for general and/or special diets. Prepares reports (daily, weekly, monthly, annually) regarding food cost.

AGENCY CONTACT:

Olivia Robles Illinois Youth Center - Chicago 100 North Western Avenue Chicago, Illinois 60612 FAX: 312-633-5229



Job Title:	Guard II
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 4:00 PM Central Time
Salary:	\$3,025.00 - \$4,137.00 monthly \$36,300.00 - \$49,644.00 annually
Job Type:	Full-Time
Location:	Morgan County, Illinois
Number of Vacancies:	1
Plan/BU:	RC029
Bid ID#:	DRS-ISD-7-102852

Under general supervision, performs security duties involving the safety and protection of staff, students, buildings and parking areas at the Illinois School for the Deaf.

CONTACT

Angela Leavell, Personnel Office IL School for the Deaf 125 Webster Ave. Jacksonville, IL 62650 217-479-4224 Fax: 217-479-4294 angela.leavell@illinois.gov



Job Title:	Pharmacy Services Coordinator
Agency:	Veterans Affairs
Closing Date/Time:	Thu. 09/21/17 4:00 PM Central Time
Salary:	\$6,547.00 - \$10,163.00 monthly
Job Type:	Full-Time
Location:	Adams County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	34-120-18-020

Under general direction of the facility Medical Director, coordinates the facility pharmacy operations, insuring that all federal and state guidelines are adhered to within the pharmaceutical services. Compounds, packages and dispenses pharmaceutical preparations and supplies for members; fills prescriptions and medication station stock requisitions. Maintains emergency medication kits, conducts monthly inspection of kits to assure the contents are in compliance with state laws. Assures accuracy, proper labeling, and timely preparation of all medications as prescribed by physicians. Provides guidance and direction to Pharmacy staff.

Apply To: IL Veterans' Home @ Quincy 1707 N. 12th St. Quincy, IL 62301 Ph: 217-222-8641 Ext. 204/217 Fax: 217-222-2961



Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Wed. 09/20/17 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#:	10-91-102748

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

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



Job Title:	Public Aid Eligibility Assistant
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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#:	10-95-102132

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



Job Title:	Public Aid Eligibility Assistant
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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:	Jackson County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	10-95-102737

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



Job Title:	Human Services Caseworker (Upward Mobility
	Target Title)
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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:	Madison County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	10-95-102133/102825

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits.

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



Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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:	Williamson County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-95-102828

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards, and records.

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



Job Title:	Accountant Advanced
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 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:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-99-102888

Under direction of the Public Service Administrator, Payment Administration Unit, independently performs complex accounting work, including preparing detailed monthly, quarterly, and annual financial reports for upper management, federal government and other state departments.

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



Job Title:	Executive I - Opt H7
Agency:	Human Services
Closing Date/Time:	Thu. 09/21/17 5:00 PM Central Time
Salary:	\$4,377.00 - \$6,581.00 monthly \$52,524.00 - \$78,972.00 annually
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-90-102849

Under general direction, organizes, executes, controls and evaluates the statewide policy development plan for the Bureau's child care delivery system. Develops statewide policies and procedures relating to the Department's subsidized child care program. Liaisons with other Department unit, contractors and other agencies.

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



Job Title:	Public Service Administrator - Opt 2
Agency:	Labor Relations Board State
Closing Date/Time:	Fri. 09/22/17 9:00 AM Central Time
Salary:	\$3,116.00 - \$8,301.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	AE063
Bid ID#:	01

Directs all fiscal operations and establishes all policies and procedures to ensure proper functioning of accounting systems and adherence to state regulations; performs accounting leasing and contractual approvals to ensure content compliance to state and federal mandates; acts as Agency's procurement officer attending monthly meetings, prepare PBC, draft and post bid, review bids and gives report to Executive Director for selection, then files contract with Comptroller's office; attends and represents the agency at fiscal related meetings; advises the Executive Director regarding fiscal policies, procedures and budgetary matters.

M-F; 8:30 a.m.-5 p.m.

Il Labor Relations Board 801 S. 7th Street, Suite 1200A Springfield, Illinois 62703

Agency Contact: Carla Stone (carla.stone@illinois.gov)



Job Title:	Support Service Worker- Food Services
Agency:	Human Services
Closing Date/Time:	Fri. 09/22/17 4:00 PM Central Time
Salary:	\$2,700.00 - \$3,641.00 monthly
Job Type:	Full-Time
Location:	Lake County, Illinois
Number of Vacancies:	3
Plan/BU:	RC009
Bid ID#:	10-70-17-102694/96/102802-54

Performs duties which involve packing all fresh and frozen foods and dry goods in food boxes; loads the truck and delivers to the homes food and milk; breaks down bulk food for individual meals according to the sanitation standards and safety standards of IDPH. Assists in packaging of supplements for home delivery; assists in unloading and storage of all fresh and frozen foods and dry goods from semi-trailers using motorized lifts; assists in cleaning functions of the entire food service area; assists in all phases of Food Service operation as required.

Hours of work: 7:00 AM - 3:30 PM Monday through Friday.

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



Job Title:	Barber
Agency:	Corrections
Closing Date/Time:	Wed. 09/20/17 4:00 PM Central Time
Salary:	Depends on Qualifications
Job Type:	Temporary
Location:	Henry County, Illinois
Number of Vacancies:	1
Bid ID#:	IDOC29-67-PSC17-01

Under general supervision of the Shift Supervisor, performs journeyman work as an Illinois registered barber. Cuts hair, shaves, shampoos, and performs other incidental barbering duties in the Inmate/Employee Barber Shop. Instructs inmate workers in various barbering services. Maintains barber shop and equipment in a sanitary, serviceable, and orderly condition. Keeps basic records. Orders supplies.

Agency Contact: Shannon McDermott Human Resources Representative, TA 2021 Kentville Rd. Kewanee, IL 61443 309-852-4601, ext. 1013 309-852-4617 – Fax



Job Title:	Barber
Agency:	Corrections
Closing Date/Time:	Fri. 09/08/17 2:59 PM Central Time
Salary:	\$27.14 - \$27.14 hourly
Job Type:	Full-Time
Location:	Knox County, Illinois
Number of Vacancies:	1
Plan/BU:	PR000
Bid ID#:	IDOC-29-98-17-0102

Under general supervision of the Assistant Warden of Programs (SPSA), performs journeyman barber work; coordinates cutting of inmates' hair at Inmate Barber Shop; conducts general practice of barbering; directs residents and cuts staff hair.

AGENCY CONTACT:

Tammy Morgan, Human Resource Rep Hill Correctional Center 600 S Linwood Road Galesburg IL 61401 309-343-4212 ext 105



Job Title:	Building Services Worker
Agency:	Central Management Services
Closing Date/Time:	Tue. 09/19/17 5:00 PM Central Time
Salary:	\$2,951.00 - \$3,934.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	HR001
Bid ID#:	CMS 16476

Under immediate supervision, performs non-skilled cleaning tasks and minor manual labor in the James R. Thompson Center (JRTC); responds to calls during normal working hours; maintains all office, lobby, restrooms, recreational and surrounding grounds requiring janitorial care; manually unloads janitorial supplies from supply trucks. Makes minor repairs and performs minor manual labor when needed in the building and surrounding grounds.

Agency Contact:

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



Job Title:	Carpenter
Agency:	Central Management Services
Closing Date/Time:	Tue. 09/19/17 5:00 PM Central Time
Salary:	\$7,890.90 - \$8,205.84 monthly
Job Type:	Full-Time
Location:	Lake County, Illinois
Number of Vacancies:	1
Plan/BU:	PR000
Bid ID#:	CMS 16475

Under direct supervision of the Stationary Engineer-Chief, travels to and performs skilled carpentry work in the construction, maintenance, repair or alteration at the Kiley Developmental Center, and other facilities within the Chicago & Northern Region on an as-needed basis. Works in the carpenter shop; performs cabinet work, operates and maintains hand tools. Determines supplies needed to perform carpentry and/or cabinet work; lifts equipment/materials weighing up to 75 lbs in the performance of duties.

Agency Contact:

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



Job Title:	Carpenter
Agency:	Central Management Services
Closing Date/Time:	Mon. 09/18/17 5:00 PM Central Time
Salary:	\$5,515.80 - \$5,736.78 monthly
Job Type:	Full-Time
Location:	Livingston County, Illinois
Number of Vacancies:	1
Plan/BU:	PR000
Bid ID#:	CMS 16003

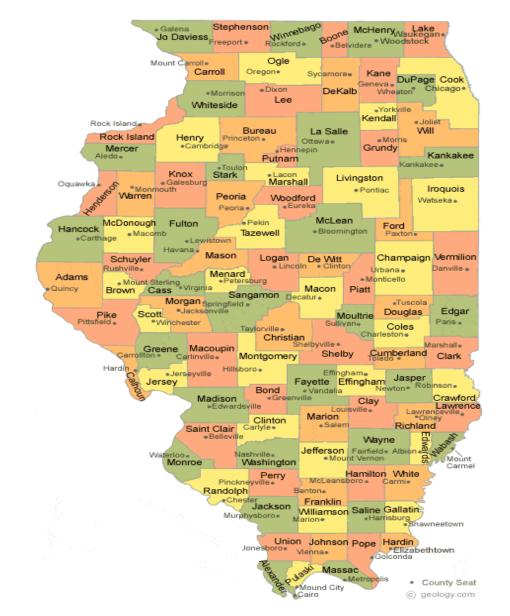
Under direct supervision of the Chief Stationary Engineer - travels and performs skilled journeyman carpentry work in the construction, maintenance, repair or alteration at the Fox Developmental Center, and other facilities within the Chicago and Northern Regions on an as needed basis. Works in the carpentry shop; performs repair and upholstery work; performs cabinet work, operations and maintains hand tools and power equipment.

Agency Contact:

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

09/11/2017







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 <u>each</u> 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.



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

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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?
 - o 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.

Uber Driver Partner (Choose Your Own Hours)

WHO WE ARE:

Drive with Uber and get paid INSTANTLY in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you



drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

WHAT YOU NEED TO KNOW:

- Earn Great Money: The more you drive, the more you earn.
- Flexible Schedule: Make your own schedule as a contractor any time day or night.
 - Getting Started is Easy: Signing up is quick & easy no experience required!
 - Get Paid Weekly: Get checks deposited into your bank account weekly.
 - You're at least 21 years' old
 - You have a 4-door vehicle
 - You have a driver's license and insurance
 - You're friendly and excited to earn money on your schedule!

SIGN UP TO DRIVE: QUESTIONS? CALL 888-653-1610