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

11/02/2017

Job Title:	Public Service Administrator - Opt 3
Agency:	Department of Innovation & Technology (DoIT)
Closing Date/Time:	Wed. 11/15/17 5:00 PM Central Time
Salary:	$6,141.00 - $9,472.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	DoIt 16770

Under general direction, serves as a Local Area Network (LAN) Support Manager; coordinates and monitors the installation, troubleshooting and maintenance of LAN in multiple agency LAN environments; serves as liaison to user agencies providing prior to and during LAN Network installation to determine technology requirements technology requirements are met; develops and/or revises, and implements agency procedures, and standards

Agency Contact:
Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-3337
217-524-6629 Fax

11/02/2017

Job Title:	Public Service Administrator - Opt 1
Agency:	Human Services
Closing Date/Time:	Wed. 11/15/17 5:00 PM Central Time
Salary:	$6,141.00 - $9,472.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	10-90-103622

Under direction, serves as management assistant for the Chief of Staff, Family and Community Services (FCS). Performs highly responsible staff functions coordinating and assisting with the direction of various programs within the Division. Commits the Agency to specific courses of action involving Division operations and policies. Performs liaison and public relations assignments dealing with the executive, legislative and judicial branches of state government and DHS.

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

11/02/2017

Job Title:	Public Aid Eligibility Assistant - Opt SS
Agency:	Human Services
Closing Date/Time:	Wed. 11/15/17 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:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	10-91-103639

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.

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

11/02/2017

Job Title:	Office Associate - Opt 2
Agency:	Natural Resources
Closing Date/Time:	Wed. 11/15/17 5:00 PM Central Time
Salary:	$2,935.00 - $4,065.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	12-07-5274

Under direction, performs complex and specialized clerical and informational duties involved in the issuance of registration and titles for watercraft and snowmobiles.

WHERE TO APPLY
Department of Natural Resources
Attn: Nicky Christian
One Natural Resources Way
Springfield, IL 62702
217-785-7703

11/02/2017

Job Title:	Enterprise Application Key Initiatives Project Manager Support
Agency:	Department of Innovation & Technology (DoIT)
Closing Date/Time:	Wed. 11/15/17 5:00 PM Central Time
Salary:	Depends on Qualifications
Job Type:	Temporary
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Bid ID#:	DoIt 16771

Contract employee will provide project management support for Enterprise Application Key Initiatives under the direction of the Assistant Division Manager of Enterprise Applications. Assist with the planning and execution of activities that include Enterprise application rationalization and Risky application mitigation. Assist as needed with other Enterprise Application Priority Initiatives.

Agency Contact:
Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
217-557-3337
217-524-6629 Fax

11/02/2017

Job Title:	Executive Secretary I - Opt 2 (Upward Mobility Target Title)
Agency:	Transportation
Closing Date/Time:	Wed. 11/15/17 4:30 PM Central Time
Salary:	$3,240.00 - $4,592.00 monthly
Job Type:	Full-Time
Location:	Madison County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IPR#42332

Under direction of the Bureau Chief of Local Roads and Streets, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

Please visit:
http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index to view the entire job posting.
For further information, please call the Bureau of Personnel Management at 217-782-5594.

11/02/2017

Job Title:	Civil Engineer VI Studies & Plans Engineer
Agency:	Transportation
Closing Date/Time:	Wed. 11/15/17 4:30 PM Central Time
Salary:	$6,945.00 - $8,983.00 monthly
Job Type:	Full-Time
Location:	Peoria County, Illinois
Number of Vacancies:	1
Bid ID#:	IPR# 42342

This position is accountable for the completion of the studies and plans necessary for the district highway improvement programs; directs the preparation of engineering design, geometric, hydraulic, and environmental studies as well as contract documents for highway improvements in accordance with departmental design policies, specifications, standards and sound engineering practice.

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.govby **Wednesday, November 15, 2017, 4:30 p.m.**

11/02/2017

Job Title:	Storekeeper I
Agency:	Transportation
Closing Date/Time:	Wed. 11/15/17 4:30 PM Central Time
Salary:	$3,989.00 - $5,318.00 monthly
Job Type:	Full-Time
Location:	Cook County Zone 3, Illinois
Number of Vacancies:	1
Plan/BU:	RC451
Bid ID#:	IPR#41531

ISSUES SUPPLIES AND MAINTAINS INVENTORY OF EQUIPMENT AND COMMODITY ITEMS FOR THE ALSIP MAINTENANCE FACILITY.

***GROUP B – titles are closed exams. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.**

For further information, please contact Denise Hamilton at 217/782-5594

11/02/2017

Job Title:	Security Therapy Aide II
Agency:	Human Services
Closing Date/Time:	Wed. 11/15/17 3:00 PM Central Time
Salary:	$3,916.00 - $5,772.00 monthly
Job Type:	Full-Time
Location:	Schuyler County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	10-88-103564

Under direct supervision, serves as a lead worker to lower level staff, in a 24/7 residential facility for Sexually Violent Persons. Performs routine tasks in the front control/security office; logs and monitors the distribution of keys, security devices, radios and cell phones for use by unit, writ team and movement staff

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).

11/02/2017

Job Title:	Drug Compliance Investigator
Agency:	Financial & Professional Regulation
Closing Date/Time:	Wed. 11/15/17 12:00 PM Central Time
Salary:	$6,465.00 - $9,659.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC029
Bid ID#:	16726

Under general supervision, performs intensive technical, complex, controversial or sensitive administrative and regulatory investigations under the provisions of the Compassionate Use of Medical Cannabis Pilot Program Act, rules and regulations for the Department of Financial and Professional Regulation.

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

11/02/2017

Job Title:	Registered Nurse I (Upward Mobility Target Title)
Agency:	Human Services
Closing Date/Time:	Thu. 11/09/17 4:30 PM Central Time
Salary:	$4,710.00 - $6,484.00 monthly
Job Type:	Full-Time
Location:	Randolph County, Illinois
Number of Vacancies:	1
Plan/BU:	RC023
Bid ID#:	10-78-102801

Under general supervision of the Nursing Supervisor and guidance from charge/lead nurse and in accordance with established standards, policies and procedures, provides recipient care and treatment consistent with individual treatment plan on the 2:30pm – 10:30pm shift. Responsible for nursing activities in a recipient or health care unit, utilizing professional training and expertise in the field of nursing. Participates as a member of the interdisciplinary treatment team.

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

11/02/2017

Job Title:	Office Administrator III - Opt 2
Agency:	Human Services
Closing Date/Time:	Thu. 11/09/17 4:30 PM Central Time
Salary:	$3,240.00 - $4,793.00 monthly
Job Type:	Full-Time
Location:	Randolph County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-78-103007

Under direction, has functional responsibility for the preparation of all payrolls. Performs complex clerical duties of a highly specialized nature pertinent to processing payrolls and a centralized time accounting system. Functions independently within established guidelines and works directly with other departments within the facility and the Department of Human Services Central Payroll Office.

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

11/02/2017

Job Title:	Public Service Administrator - Opt 1
Agency:	Human Services
Closing Date/Time:	Thu. 11/09/17 4:30 PM Central Time
Salary:	$3,116.00 - $9,765.00 monthly
Job Type:	Full-Time
Location:	Randolph County, Illinois
Number of Vacancies:	1
Plan/BU:	MG063
Bid ID#:	10-78-102410

Under direction of the Hospital Administrator, serves as Chief of Security. Serves as a full line supervisor, managing and directing the lead security staff, the Security Department and serves as the Hospital's liaison to OIG investigators.

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

11/02/2017

Job Title:	Information Systems Analyst I - Opt A
Agency:	State Retirement Systems
Closing Date/Time:	Thu. 11/09/17 4:30 PM Central Time
Salary:	$5,146.00 - $7,849.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	50-74 7-0039

Under general direction of the Section Supervisor, performs difficult and specialized professional and advisory functions in the programming and analysis area of the Information Technology Division as a member of a team providing a full range of information technology services necessary for the development, enhancement, and maintenance of supported systems, complex system or sub-system

Send Applications to:
Kelley Gray
State Retirement Systems
2101 S. Veterans Parkway
Springfield, IL 62704
Phone - 217-785-7017
Fax - 217-557-3943
Email - Kelley.Gray@SRS.Illinois.gov

11/02/2017

Job Title:	Support Service Coordinator II - Opt 1
Agency:	Human Services
Closing Date/Time:	Thu. 11/09/17 4:00 PM Central Time
Salary:	$3,371.00 - $4,826.00 monthly
Job Type:	Full-Time
Location:	Kane County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	10-81-103142

Supervises lower level employees in the preparation and service of food to patients and in the general cleaning and sanitation of the Dietary Department. Prepares some food and supply orders. Ensures the proper use of facilities, equipment and machinery as directed by the Dietary Manager; conducts inspections of equipment and facilities and maintains proper safety and sanitation conditions. Assists in the orientation and in service training of dietary employees.

CONTACT INFORMATION:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095 or 2029; Fax: 847-429-4933

11/02/2017

Job Title:	Teacher Of Barbering
Agency:	Corrections
Closing Date/Time:	Thu. 11/09/17 4:00 PM Central Time
Salary:	$5,174.00 - $8,352.93 monthly
Job Type:	Full-Time
Location:	Will County, Illinois
Number of Vacancies:	1
Plan/BU:	PR000
Bid ID#:	IDOC29-81-17-0002

Under the general supervision of the Educational Facility Administrator (Public Service Administrator), provides occupational instruction in the Barbering trade. Applies Barbering skills and knowledge in curriculum development and application in all areas of the trade; maintains records of program objectives and student progress

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
Phone: (815)727-3607
Fax: (815)727-0838
E-mail: julie.cahill@illinois.gov

11/02/2017

Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Thu. 11/09/17 4:00 PM Central Time
Salary:	$2,889.00 - $3,933.00 monthly
Job Type:	Full-Time
Location:	Kane County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-81-103535

This position performs clerical functions including typing of documents for the Forensic Program. Coordinates Central Scheduling office operations; handles all requests for time off from Nursing personnel, verifies adequate coverage on employees' unit and informs managers of such. Interacts with supervisory and line staff of all the forensic units

CONTACT INFORMATION:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095 or 3574; Fax: 847-429-4933

11/02/2017

Job Title:	Social Service Program Planner I
Agency:	Aging
Closing Date/Time:	Wed. 11/08/17 11:59 PM Central Time
Salary:	$3,792.00 - $5,601.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	AGE-17-37

Under general supervision, receives work assignments involved in the monitoring of Community Care and related programs; assists in reviewing grantee program plans; and assists in conducting sub-recipients monitoring. All work is designed to help develop knowledge, understanding and practical skills to function as a Community Care Specialist.

Agency Contact:
Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702
FAX: 217/557-4918

11/02/2017

Job Title:	Storekeeper I
Agency:	Human Services
Closing Date/Time:	Fri. 11/03/17 5:00 PM Central Time
Salary:	$3,217.00 - $4,529.00 monthly $38,604.00 - $54,348.00 annually
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-10-103338

Under general supervision of the Warehouse Supervisor, performs storekeeping and warehousing activities for the Iles Campus; assists with receipt and distribution of office furniture and equipment; handles supply orders within Iles Campus; maintains inventory of required forms and office supplies; assists in periodic physical inventory at Iles Campus.

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

11/02/2017

Job Title:	ET V Highways Systems Manager
Agency:	Transportation
Closing Date/Time:	Tue. 11/07/17 4:30 PM Central Time
Salary:	$5,015.00 - $7,085.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	PM-00
Bid ID#:	IPR#42290

This position is responsible for the clearinghouse of highway jurisdictional matters and is accountable for all state and local public agency (LPA) highway jurisdictional changes; assists in the planning, development, maintenance, and fund allocations for the LPA transportation improvement program.

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 **Tuesday, November 7, 2017**, 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.

11/02/2017

Job Title:	Office Administrator III - Opt 2
Agency:	Public Health
Closing Date/Time:	Tue. 11/07/17 5:00 PM Central Time
Salary:	$3,240.00 - $4,592.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDPH 49-18-0127

Under direction, supervises a small staff of subordinates engaged in performing a variety of complex, specialized clerical functions requiring the application of agency policies and procedures, including surveillance of state Sperm and Tissue Bank registration requirements and Clinical Laboratories Improvement Act (CLIA) and exhibit independent judgment and initiative in distinguishing among variables and identifying applicable standards and/or performing paraprofessional/technical secretarial and office support functions involving the application of advanced technical knowledge of a major software application program and or a combination of high level clerical and low level professional work. 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.HRApplications@illinois.gov

11/02/2017

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

11/02/2017

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 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.

11/02/2017

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
  -

11/02/2017

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

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

- 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