



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

08/18/2018



Job Title: **Election Specialist Trainee**
Agency: Elections Board *
Closing Date/Time: Tue. 08/28/18 4:00 PM Central Time
Salary: \$2,760.00 - \$2,760.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **SBE082018**

Under direction, develops knowledge and understanding of the Campaign Disclosure Division; performs some compliance duties related to the preparation, filing and review of campaign disclosure reports and materials by political committees and individuals; provides assistance to individuals, committees and businesses related to various filing requirements.

8:30 am - 5:00 pm
State Board of Elections
100 W Randolph St, Chicago, IL 60601
D. Mickey Reinders
Human Resources Manager
217/782-1596
dreinders@elections.il.gov

08/18/2018



Job Title: **Research Analyst (Part-time) - Contract Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 08/27/18 11:59 PM Central Time
Salary: \$20.00 - \$30.00 hourly
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-10-2018**

This position is located at the Illinois Criminal Justice Information Authority at 300 West Adams, Suite 200, Chicago, Illinois 60606.
Work Hours: This position is part-time. Hours will vary with a minimum of 20 hours per week.
This position is TEMPORARY.

Dawn English, Human Resources Specialist
dawn.english@illinois.gov

08/18/2018



Job Title: **Employment Security Service Representative**
Agency: Employment Security
Closing Date/Time: Mon. 08/27/18 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12160**

Under general direction, for an assigned area, performs the selected more complex employment service, job placement functions, unemployment insurance benefit entitlement under provision of the Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements

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).

08/18/2018



Job Title: **Rehabilitation Case Coordinator I - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Mon. 08/27/18 5:00 PM Central Time**

Salary: **\$2,935.00 - \$4,065.00 monthly**
\$35,220.00 - \$48,780.00 annually

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-48-107114**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year of clerical related experience, which must include keyboarding. Requires working knowledge of business English, arithmetic and modern office practices and procedures.

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

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>

08/18/2018



Job Title: **Hearing & Speech Technician II - Opt MC**
Agency: Human Services
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-72-107067**

Requires completion of at least two years of college with courses in social sciences, psychology and education or related field. Requires manual communication skills at a colloquial level.

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

08/18/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
\$45,504.00 - \$67,212.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-107137**

Requires ability to teach therapeutic activities. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires a valid Illinois driver's license. Must be able to escort residents to and from activities.

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

08/18/2018



Job Title: Pharmacy Technician (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$2,854.00 - \$3,917.00 monthly
\$34,248.00 - \$47,004.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-89-104792

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

08/18/2018



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1847033-477183

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt Rd., 2nd Fl.
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

08/18/2018



Job Title: **IES Conversion Contractor**
Agency: Human Services
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time
Salary: \$0.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 19-022**

Requires Bachelors' or equivalent in psychology, sociology/anthropology, social welfare or closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency, or successful completion of an agency-sponsored training program.

Applications should be emailed to:

amparo.esparza-berrini@illinois.gov

Local Office Administrator

08/18/2018



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 08/17/18 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-72-106850**

Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and the activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

08/18/2018



Job Title: **Evaluation Coordinator**
Agency: Human Services
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time
Salary: \$32.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 16-001**

Oversees database development, preparation, transfer of data and confidential data for the program. Must be able to understand, support and be able to interpret and communicate the authorizing legislation, rules and regulations governing all components of the project.

Applications should be mailed or emailed to:

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

08/18/2018



Job Title: **Executive I - Opt G2**
Agency: Illinois Gaming Board
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 18763**

Supervises and reviews the activities of subordinate staff. Serves as Worker's Compensation Benefits Coordinator. Serves as timekeeper. Travels to other IGB offices throughout the state.

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

08/18/2018



Job Title: Office Associate - Opt SS2
Agency: Human Services
Closing Date/Time: Fri. 08/17/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-90-106982

Under the direction of the Division Director, Division of Family and Community Services (DFCS), Department of Human Services, performs a variety of specialized clerical support, switchboard operations, typing, record processing and provides information/assistance to the general public. Performs functions requiring interaction with individuals which regularly involve translating for Spanish speaking individuals.

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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
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08/18/2018



Job Title: **Budgeting for Results Data Analyst**
Agency: Office of Management and Budget
Closing Date/Time: Sat. 09/15/18 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **407-1**

The Budgeting for Results Unit seeks a Data Analyst with strong research, methodological, and statistical/programming skills to support program assessment and applied data analytics. The Data Analyst will report to and be supervised by the Director of the BFR Unit. The addition of a second Data Analyst to the BFR Unit positions the state to more aggressively apply data-driven analysis to inform the budgeting process in Illinois.

E-mail: jobs.omb@illinois.gov

Attention Personnel:
603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

08/18/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-18-0390**

Under general supervision of the Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities for persons with intellectual/developmental disabilities to determine level of compliance with State Licensure requirements and/or Federal Medicaid certification regulations. Prepares licensure and certification survey/investigation forms and reports of findings. Conducts on-site monitoring visits at non-complaint facilities.

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

08/18/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-19-0003**

Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Conducts on-site monitoring visits at non-compliant facilities.

Agency Contact:

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535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplications@illinois.gov

08/18/2018



Job Title: **Purchasing Agent**
Agency: Illinois Finance Authority *
Closing Date/Time: Mon. 08/27/18 11:59 PM Central Time
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **00001**

Bachelor's degree from four-year college or university plus two years of purchasing experience, preferably State of Illinois procurement, or equivalent combination of education and experience.

Interested and qualified candidates should send a resume to hr@il-fa.com. **Please note the information in the benefits tab in this posting does not apply to IFA roles.**

08/18/2018



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This position is TEMPORARY.

Dawn English, Human Resources Specialist
dawn.english@illinois.gov

08/18/2018



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Agency: Employment Security
Closing Date/Time: Mon. 08/27/18 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12160**

Under general direction, for an assigned area, performs the selected more complex employment service, job placement functions, unemployment insurance benefit entitlement under provision of the Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements

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08/18/2018



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Agency: **Human Services**

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Bid ID#: **10-48-107114**

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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

08/18/2018



Job Title: **Hearing & Speech Technician II - Opt MC**
Agency: Human Services
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-72-107067**

Requires completion of at least two years of college with courses in social sciences, psychology and education or related field. Requires manual communication skills at a colloquial level.

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

08/18/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
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Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-107137**

Requires ability to teach therapeutic activities. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires a valid Illinois driver's license. Must be able to escort residents to and from activities.

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

08/18/2018



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.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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