



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

09/11/2018



Job Title: **Maintenance Worker**
Agency: Human Services
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time
Salary: \$4,440.00 - \$5,920.00 monthly
\$53,280.00 - \$71,040.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR001**
Bid ID#: **10-72-107353**

Under immediate supervision of the Center Director, performs a variety of manual semi-skilled work in the maintenance and upkeep of Ludeman Developmental Center buildings, campus and equipment; operates facility equipment, building and mechanical systems.

Requires no formal education. Requires 6 months experience performing a variety of semi-skilled manual tasks in the maintenance of highways, buildings, grounds' waterways or related fields.

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

09/11/2018



Job Title: **Clinical Laboratory Phlebotomist**
Agency: Human Services
Closing Date/Time: Mon. 09/17/18 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: **RC009**
Bid ID#: **10-72-107314**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same .

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

09/11/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **10-72-107354-55**

Under general administrative direction. serves as a Qualified Intellectual Disabilities Professional (QIDP)/ Team Leader of Inter-disciplinary (ID) Team meetings with caseloads; integrates, coordinates and monitors Individual Program Plans: counts data to determine clinical needs and uses data to support clinical changes; provides guidance and direction to teams; provides program compliance assessments and other habilitation services. Travels in the performance of duties.

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

09/11/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 09/17/18 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#: 10-91-107349

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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

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09/11/2018



Job Title: Residential Services Supervisor (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Mon. 09/17/18 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#: 10-72-107344

Requires working knowledge of the behaviors and problems of individuals. with physical disabilities. Requires general knowledge of the methods and procedures of supervision. Requires working knowledge of household management, including cleaning, food service and supplies. Requires ability to communicate effectively orally and in writing. Requires the ability to assess operational needs and delegate staff appropriately. Requires ability to supervise staff effectively.

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Springfield, IL 62762
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09/11/2018



Job Title: **TM IV District Safety Manager**
Agency: Transportation
Closing Date/Time: Fri. 09/14/18 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42972**

- Valid driver's license
- Frequent districtwide travel and occasional statewide travel with overnight stays; and overtime
- OSHA 10-hour or 30-hour (Construction or General Industry) and Occupational Safety & Health Standards for General Industry (OSHA #511) Safety Certification from the National Safety Council

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 **Friday, September 14, 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.

09/11/2018



Job Title: **Educator - Opt C**
Agency: Human Services
Closing Date/Time: Thu. 09/13/18 11:59 PM Central Time
Salary: \$4,860.00 - \$7,103.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-44-107207**

Requires possession of a current and valid ISBE-issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition program.

ATTN: Benjamin Davis

312/433-3147 - Voice
312/433-3056 - Fax

09/11/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 09/13/18 11:59 PM Central Time
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-44-107153

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires ability to type accurately at 45 wpm.

ATTN: Benjamin Davis

312/433-3147 - Voice
312/433-3056 - Fax

09/11/2018



Job Title: **Storekeeper I**
Agency: Human Services
Closing Date/Time: Tue. 09/18/18 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: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-10-106245**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

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

09/11/2018



Job Title: **Public Service Administrator - Opt 6I**
Agency: Human Services
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-48-107217**

Under general direction, plans, implements, coordinates and supervises coordination of program activities for Region 1 of Division of Rehabilitation Services. Assures service needs are being met in accordance with applicable rules, policies, standards and procedures. Directs and coordinates staff planning and fiscal monitoring for assigned section of the state. Serves as supervisor to counselors and coordinators in providing direct services to individuals with disabilities served by the Division. Travels in the performance of duties.

Bureau of Employee Services
Jacky Holler
100 S. Grand Ave. East
3rd FL
Springfield, IL 62762
(217) 785-6341
FAX: (217) 524-3385
Email: jacky.holler@illinos.gov

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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09/11/2018



Job Title: **EPIC Trainer**
Agency: Human Services
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time
Salary: \$30.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 19-033**

Education: Bachelors' or higher degree in a major such as Social Science, Public Administration or related

Experience: Preferred 3 - 4 years of related experience.

Must have ability to be detail oriented when following study procedures, excellent communication skills, ability to prioritize workload and carry out assignments with minimum supervision, ability and willingness to travel extensively and must have intermediate computer skills and be knowledgeable of Microsoft Word and Excel and PowerPoint.

Applications should be emailed to:

Jataun J Rollins
Bureau Chief of Employment & Training
Jataun.J.Rollins@illinois.gov

09/11/2018



Job Title: **Public Service Administrator - Opt 6I**
Agency: Human Services
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **1048-107216**

Requires possession of a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling related field.

Bureau of Employee Services
Jacky Holler
100 S. Grand Ave. East
3rd Fl.
Springfield, IL 62762
(217) 785-6341
FAX: (217) 524-3385
Email: jacky.holler@illinois.gov

09/11/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 09/21/18 3:00 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: **RC028**
Bid ID#: **34-115-19-06**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

Renee Dougherty
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

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

09/11/2018



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Cook Inv. 2017 (Bilingual)**

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

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

09/11/2018



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

09/11/2018



Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Thu. 09/13/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-107221**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a related Master's degree. Requires two years of progressively responsible professional experience in a community organization, social service work, or on program planning and development. Requires the 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

09/11/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 09/12/18 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: **RC028**
Bid ID#: **10-91-107233**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

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>

09/11/2018



Job Title: **Building/Grounds Laborer**
Agency: Military Affairs, Department of
Closing Date/Time: Tue. 09/11/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **19-010**

Requires knowledge, skill and mental development equivalent to the completion of high school. Elementary knowledge of use and care of janitorial cleaning equipment (e. g. buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Ability to understand and communicate in English, both orally and in writing.

Submit a Notice of Interest in Vacancy/Bid Form, AFSCME Transfer Form and CMS 100 or CMS 100B to the Department of Military Affairs, State Personnel, 1301 N. MacArthur Blvd., Spfld., IL 62702, by faxing to 217/761-3418 or email to ng.il.ilarng.mbx.state-personnel@mail.mil. Current state employees seeking a promotion should also submit a CMS 100B to CMS (address found in upper left hand corner of CMS 100B) to receive a promotion grade.

FOR ADDITIONAL INFORMATION: Contact Janice Estes at (217) 761-3786.

09/11/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Human Services
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **GB063**
Bid ID#: **10-72-107275**

Requires knowledge, skill and mental abilities equivalent to completion of four years of college with course work in nursing services and three years progressively responsible experience. Requires a Registered Nurse (RN) license for the State of Illinois.

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. orchard Drive
Park Forest, IL 60466
Phone: 708-283-3014
Fax: 708-283-3017

09/11/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Thu. 09/20/18 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: **RC062**
Bid ID#: **IDPH 44-19-0032**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in health care. Requires prior experience equivalent to three years of progressively responsible administrative experience in a health care program with experience in long-term care facilities rules and regulations (federal and state); requires a valid driver's license and must be able to travel.

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

09/11/2018



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 09/20/18 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#: 1813064-130463

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.

Karen Wagner
Karen.A.Wagner@illinois.gov
DCFS Licensing
1911 S. Indiana, 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321

09/11/2018



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

Agency: Human Services

Closing Date/Time: Thu. 09/20/18 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: **04**

Plan/BU: **RC009**

Bid ID#: **10-72-107194-107197**

MENTAL HEALTH TECHNICIAN 1 Requires knowledge skill and mental equivalent to completion of high school. Requires successful completion of a comprehensive training program at the Mental Health Technician Trainee level.

Alice Chambers
Human Resources Representative
Elisabeth Ludeman Center
Park Forest, IL 60466
Phone: 708-283-3014
Fax: 708-283-3017

09/11/2018



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

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