



**Azimuth**  
People Experts, Human Solutions.



## Looking for Mail Sorter Candidates to start immediately!

To Apply: [www.azimuthway.com/jobs/mail-sorter/](http://www.azimuthway.com/jobs/mail-sorter/)

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**Job Title:** Mail Sorter  
**Pay:** \$21.20/hr  
**Location:** Aurora, IL

**Positions:** Mail Sorter - 500 openings  
Forklift (Sit Down, Stand-up, Walkie Rider) - 25 openings

**Work Schedule:** All Shifts Open

**Days:** Full-Time // Sunday - Thursday // Tuesday - Saturday  
Part Time 5 days a week (Some Part-Time available for 3rd shift)

**Hours:** 1st - 7am - 3pm  
2nd - 3pm - 11pm  
3rd - 11pm - 7am  
Weekend availability & OT available

**Responsibilities:**

- Preparing incoming and outgoing mail for distribution to post offices and mail processing centers;
- Meeting assigned area productivity standards;
- Sorting and routing freight accurately and quickly;
- Lifting boxes and bags into and out of containers and off and on moving conveyor belts;

**Requirements:**

- High school diploma or GED;
- Able to regularly and consistently lift up to 35 lbs;
- Able to push and pull containers weighting up to 1,200 lbs;
- Availability to work weekdays and weekends; shifts vary.

**Onboarding Requirements**

- MUST be able to pass a 10-panel drug screen (this includes THC)
- MUST be able to pass a Criminal Conviction Background Check using FCRA & EEOC guidelines
- MUST be able to pass E-verify

*Azimuth, LLC is an equal opportunity employer.*

To Apply: [www.azimuthway.com/jobs/mail-sorter/](http://www.azimuthway.com/jobs/mail-sorter/)



**FedEx**<sup>®</sup>  
Ground

# Hiring essential positions

Up to **\$16.25/hr.** to start

## Location

**McCook Station**  
9500 W Sergo Drive  
McCook, IL, 60525

## On the front lines

FedEx Ground is hiring team members to help us support the economy, handling life-saving medications and other items that keep our communities as prepared as possible in these uncertain times.

Benefits, parental leave and flexible schedule options available.

To apply, please visit

[groundwarehousejobs.fedex.com](http://groundwarehousejobs.fedex.com) or text **FXGflyer** to **33011**.

Message and data rates may apply. 1 message per request. Text STOP to 33011 cancel. Text HELP to 33011 for help.

FedEx Ground is an equal opportunity/affirmative action employer (Minorities/Females/Disabled/Veterans) committed to a diverse workforce.



## Director of Human Resources

This position contributes to the success of the Chicago Zoological Society by working as a right-hand to the Senior Vice President, Human Resources (“SVP”), assisting in planning, developing, and implementing workplace policies, practices, and programs to promote employee engagement and overseeing day-to-day employee relations matters and operations of the HR shared services group in support of the Society’s goal to be an Institution of Choice. Assists in building and reinforcing an inclusive workplace culture and promoting positive employee relations, morale, productivity, and retention.

### Primary duties and responsibilities:

Provide right-hand management support to SVP in implementing strategic Human Resources (“HR”) initiatives and executing annual HR operating plan with other members of the HR leadership team. Assists with legal compliance and works to ensure equitable and fair treatment of staff. Manages daily HR office administration, technology, and support, assures efficient and streamlined HR processes, and a high level of service. Keep abreast of current and pending employment regulations affecting the Society. Respond to EEOC, IDHR and other charges and complaints as directed. Serve as HR rep on ad hoc or standing committees and/or teams as assigned. Represent the SVP and HR Department in a professional and knowledgeable manner both internally and externally.

Oversee day-to-day HR office administration, technology, and support, including, but not limited to: reporting, recordkeeping, file maintenance, transaction processing, front-desk reception, office space, purchasing, HR records, office security, etc. Assure HR processes are efficient and streamlined and transactions are processed timely and accurately. Works with SVP to increase efficiencies through automation and works to improve and document processes, systems, and procedures. Identifies and recommends technology improvements, additional resources needed, etc., to maximize existing technology and achieve maximum department efficiency and productivity. Oversee HR department daily administrative operations and staff to assure efficient workflows and a high level of customer service.

With SVP and other HR leadership staff to promote positive organizational change. Foster continuous improvement and help to shape processes and a culture of employee engagement and inclusion that improves the organization’s ability and capacity to change, grow, and achieve long-term goals through people.

Oversee performance appraisal program. Facilitate resolution of employee relations issues and disputes. Supervise and conduct investigations of complaints and provide guidance and assistance to managers and staff on emergent employment issues. Works to resolve labor relations issues, responsible for daily administration of the collective bargaining agreement and foster positive union relations. Handle disciplinary actions and grievances, as assigned, and participate in or provide support for arbitration cases and union negotiations as requested.

Serve as point person for the Americans with Disability Act (“ADA”) accessibility issues and reasonable accommodations for employees, applicants and guests. Keep abreast of current and pending ADA and disability-related regulations and assure compliance. Resolve complaints from

applicants or employees alleging disability discrimination working closely with the SVP and outside legal counsel.

Manage the employee Health Surveillance Program for pre-employment and employee physicals. Serve as liaison to the Employee Health Surveillance Committee. Coordinate Committee review meetings, as needed, to review covered positions, medical protocols, and evaluate overall program.

Working with other HR leadership staff, serve as a business partner to managers throughout the organization. Provide guidance and consultation to supervisors and managers in conjunction with human capital needs and issues. Partner with managers and line supervisors with respect to employee/employment-related aspects of operations, performance management and support improvement efforts. Become familiar with the work performed within departments, how it is organized and executed, and proactively work with managers to more effectively manage staff and to maintain the highest levels of quality and productivity. Assist with issues related to staff and work force planning and overall management of human resources.

Serve as an advocate for employees, communicating their concerns to management, while, at the same time, working to increase employees' contributions, commitment, and dedication to the organization and their ability to achieve goals and deliver results. Recommend and/or provide training as needed.

With SVP, assure implementation of equal employment opportunity and diversity and inclusion practices and principles on a daily basis. Review employment practices to determine whether impediments to equal employment opportunity and workforce diversity exist and where further action and/or change is needed.

With SVP, draft and/or edit new policies and review/revise existing policies to support the Society's interests, goals, objectives, and to promote and reinforce workplace values and desired culture. Coordinate needed training related to new policies with SVP.

Coordinate and participate in conducting new hire orientations. Summarize, analyze, and report results at least annually on turnover and trends, areas affecting retention, and make recommendations. Oversee exit interviews, assure property is collected and all appropriate closeout activities are completed.

Oversee or handle special projects, assignments, or activities on behalf of SVP. Prepare information or reports as requested. Report assigned metrics needed for planning, controlling, and evaluating employee relations activities. Develop and control budget for assigned area. Keep abreast of current HR practices and trends and maintain a network of professional contacts and resources.

Develop and implement actions to improve workplace culture with an emphasis on driving results and fostering inclusion and employee engagement. Actively lead employee engagement, talent development, and retention initiatives for assigned area. Leverage organizational resources (training and development-CZS University, performance management system, employee surveys, various communication vehicles, staff meetings, etc.) to drive positive change, continuous improvement, and outcomes.

Assume other responsibilities to assure successful achievement of department and institutional goals and objectives.

The requirements for this position include the following:



- Bachelor's degree in Human Resources/Human Relations, Behavioral Science, Psychology, or directly related field or equivalent combination of training/experience required. High school diploma or (GED) equivalent.
- Six years' relevant HR management experience required, including supervision of HR staff and operations. Requires deep experience in employee relations and handling legal matters and a thorough knowledge of employment law. Requires deep experience in a minimum of four other major functional HR areas including: recruitment, orientation/onboarding, training and staff development, compensation, benefits, communications, discipline and terminations, and performance management.
- Strategic thinker; team player. Teambuilding/facilitation skills essential. Highly flexible and proactive individual. Ability to adapt easily to change.
- Strong customer service orientation. Must be assertive, supportive, and helpful.
- Ability to facilitate difficult conversations and manage conflict. Ability to build strong working relationships and deal tactfully and effectively with all levels of staff.
- Excellent organizational, time management, and follow-up skills. Ability to work independently, prioritize, handle multiple projects, work under pressure, meet critical deadlines, and adapt to shifting priorities and changed work situations.
- Strong verbal and written communications skills, excellent writing abilities and effective listening skills required. Strong presentation/platform skills, including some relevant training experience.
- Attention to detail, completeness, and accuracy. Sound, logical decision-making and problem-solving skills essential.
- Ability to maintain strict confidentiality of information.
- Good figure aptitude or budget experience required.
- Strong technology background/experience required, including HRIS/database experience. Microsoft Excel, Word, Outlook, and PowerPoint proficiency required.
- English fluency at a full professional proficiency required.
- Cultural competency; experience and/or ability to work and interact effectively with a diverse, multicultural audience.
- Valid driver's license required at time of hire. Illinois residents must possess a valid Illinois driver's license or obtain one within 90 days of hire. Valid out-of-state driver's license is required for out-of-state residents.

Preferred qualifications include:

- Master's degree in Human Resources/Human Relations, Behavioral Science, Psychology, or directly related field or equivalent combination of training/experience and/or coursework preferred.
- Experience with diversity and inclusion programs and/or organizational development/change management preferred.
- SHRM-CP/SHRM- SCP certification desirable, but not required.
- Labor/union relations experience and/or training strongly preferred, but not required. Labor experience preferably in a balanced union/non-union setting.
- Experience with non-HRM software systems preferred (i.e., Learning Management System, Performance Management System, DocuWare, SharePoint, onboarding programs, benefits portals, employee self-service, etc. desirable.
- Multilingual ability, Spanish fluency a plus.

Additional Information: This position description summarizes the primary duties and functions of this position, but should not be considered a complete listing of every duty the incumbent may ever be called upon to perform. This is a visible management position and a key member of the HR leadership team. Requires an experienced, hands-on HR professional with diverse HR management experience and strengths in employee relations who is both strategic and tactical. Incumbent must

be confident and able to build credibility and rapport with all levels of staff. Incumbent is required to gain an in-depth understanding of the organization, its mission, vision, values, and operating philosophies and how HR activities impact the operation of the Society and its mission. Requires a bright, intelligent, sensitive, but assertive individual, who is highly professional, both in appearance and demeanor, and extremely customer and results focused. Position is busy and fast paced with rapidly shifting priorities and constantly new information. Incumbent should be passionate about HR and have a commitment to excellence and continuous improvement. Workweeks of 45 hours+ are not unusual, so individual must be willing to make a significant commitment to the organization, including being present at events, meetings, or other functions. Some occasional travel may be required for training or professional/business meetings.

The Chicago Zoological Society is an Equal Opportunity Employer.

If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at [www.czs.org/careers](http://www.czs.org/careers). Please look for requisition number 2088BR.



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Milwaukee  
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**WE WANT  
YOU!**

**NOW HIRING**

**Triton College Career Services and the  
Illinois Department of Veteran Affairs**

# **Illinois is Hiring! Get HIRED!**

**Tuesday, Oct. 27, 2020  
2-3 p.m. • Via Zoom**

**Register today:**

**<http://bit.ly/TCIDVFinfo>.**

- Learn to break through the state's complex process.
- Good paying jobs available with excellent benefits.
- Hiring in all areas:
  - Health care.
  - HR.
  - Internships.
  - IT.
  - Accounting.
  - Transportation.
  - Facilities.
  - Office support.
  - Social service.

**For more information, call  
(708) 456-0300, Ext. 3619,  
or visit [www.triton.edu](http://www.triton.edu).**



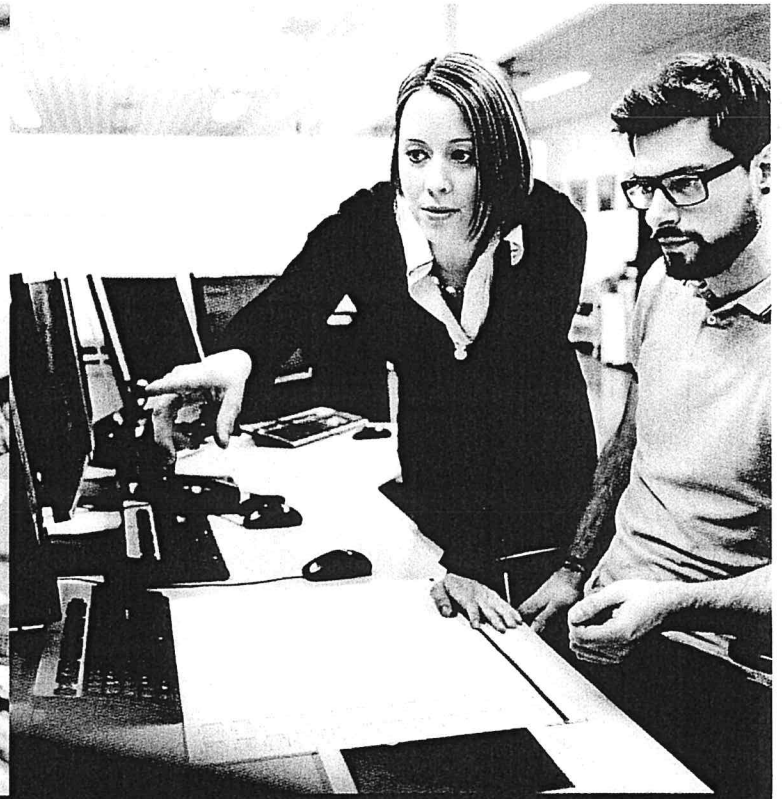
**Triton College**

It's about you.

2000 Fifth Ave., River Grove, IL 60171  
(708) 456-0300 | [triton.edu](http://triton.edu) | #WeRTriton

Triton College is an Equal Opportunity/Affirmative Action institution.





# Engineering and IT Career Fair

Triton College Career Services will host an Engineering and Information Technology Career Fair.

Thursday, Oct. 22  
11 a.m.-2 p.m.  
Via Zoom

Anyone interested in a career in any of the following areas, is encouraged to join us.

- Engineering technology.
- Mechanical design.
- Computer information systems.
- Cybersecurity.
- Network management.

Register at <http://bit.ly/TCstudentReg>.

For more information, email [careerservices@triton.edu](mailto:careerservices@triton.edu)  
or call **(708) 456-0300, Ext. 3619**.



**Triton College**

| It's about you.

2000 Fifth Ave., River Grove, IL 60171  
(708) 456-0300 | [triton.edu](http://triton.edu) | #WeRTriton

Triton College is an Equal Opportunity/Affirmative Action Institution.



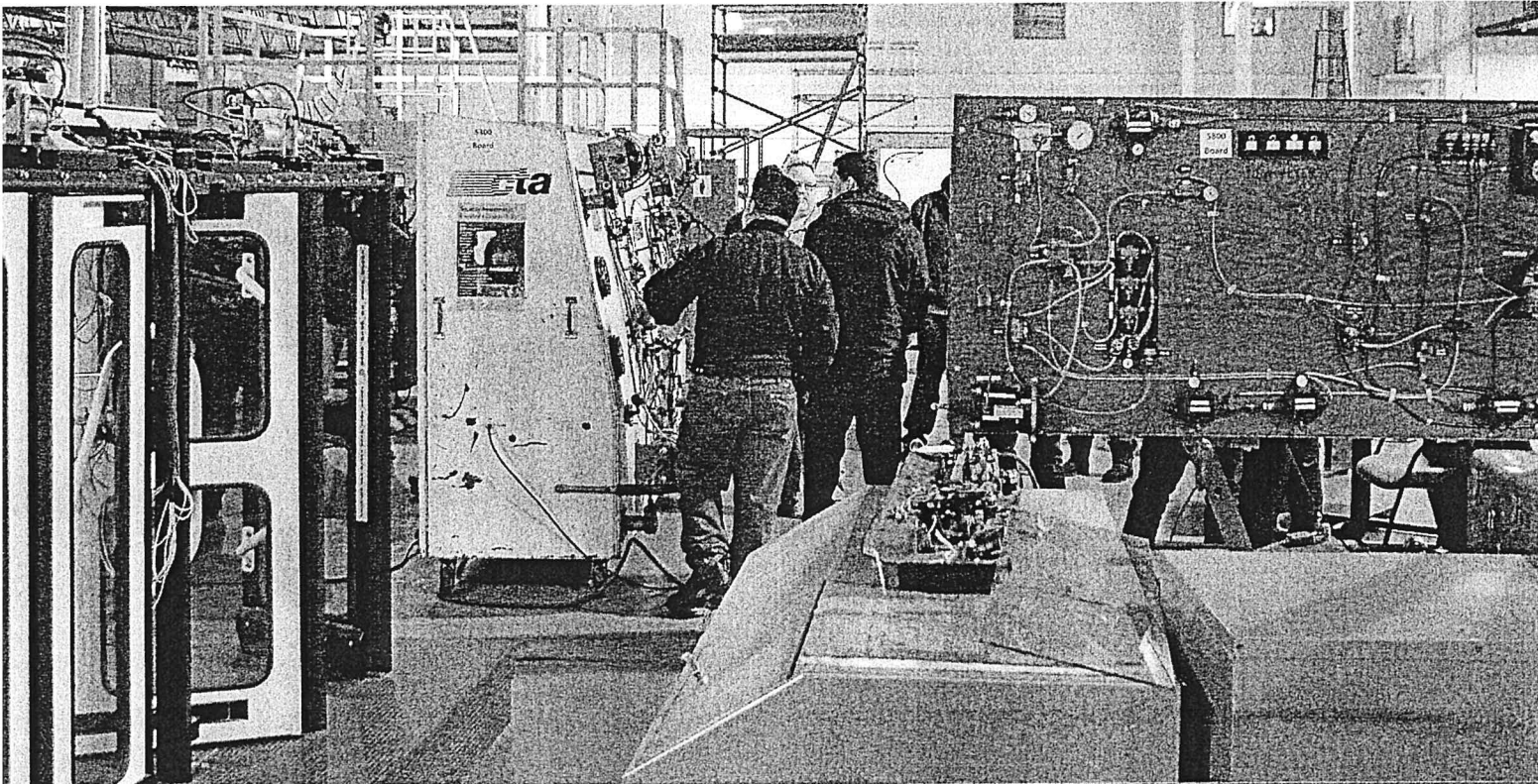
# IMMEDIATE OPENINGS

- **Ferrara Candy Factory**: 7 days a week (part time or full time)  
Drug Test, NON-VIOLENT BACKGROUND \$13.00-\$19.50 (OT Rate) per hour  
you can create your own work schedule and work all the overtime you like
  - Free lunch provided Monday- Friday
  - Transportation Provided
  - 1<sup>st</sup> shift 4am-4pm
  - 2<sup>nd</sup> shift 4pm – 4am
- **Koch Foods**: Monday-Saturday (part time or full time) \$13.00 -\$13.25 per hour, 8 hours shifts - 35-42 Degrees Warehouse - Pass Drug Test Complete Orientation - Must be able to work weekends, background check friendly
  - Transportation Provided
  - Temp to Hire
  - 1<sup>st</sup> shift 6am-3
  - 2<sup>nd</sup> shift 3-11.30

**APPLY** in person 4am-7pm OR Apply on-line @ [REMLABOR.COM](http://REMLABOR.COM)  
**PHOTO ID & SSN OR BIRTH CERTIFICATE REQUIRED**

**For Inquires Call: 708-366-3022**





# CHICAGO TRANSIT AUTHORITY

## BUS MECHANIC JOB FAIR

October 21, 2020  
12:00PM–12:45PM

Register via Zoom  
<https://bit.ly/2HOyCEJ>



Join us!

- Learn more about job opportunities and the application process.
- Hear from bus maintenance employees and take a virtual tour of our facilities!





**WE ARE  
HIRING  
NOW!**

**Multiple locations available!**

- Bridgeview
- Bolingbrook
- Romeoville
- Minooka
- Aurora
- Alsip

Menasha Corporation is all about possibilities. Our employees make the difference, proving that great ideas, collaboration and quality turn possibilities into success. If you like to make things happen and are passionate about what you do, you're going to want to be here.

Join us and become part of the power behind possible.

**1st , 2nd & 3rd Shift Available!**

**Stand Up Forklift Operators**

**\*Stand Up Experience Required\***

**Entry Level Production Line Leaders**

**\*No experience required\***

**OPEN  
POSITIONS** {

**PLEASE APPLY ONLINE AT: [WWW.MENASHA.COM](http://WWW.MENASHA.COM)**

**OR CALL A HUMAN RESOURCES REP. AT: (815) 506-4175 OR (815) 506-4162**

**TO SCHEDULE AN INTERVIEW**

**Pay: \$15.00-\$16.50 hour**

**\*Depending on shift, position & location\***



# Marshalls

1220 Winston Plaza o Melrose Park, IL 60160 o (708) 343-9494

## Merchandise Associates Needed! \$12.00 hour

Job Description: Responsible for delivering a Highly Satisfied Customer Experience demonstrated by engaging and interacting with all customers, embodying our REACH (Remember Everyone Affects Customer Happiness) philosophy and maintaining a clean and organized store environment. Adheres to all operational, merchandise, and loss prevention standards. Cross-trained to work in multiple areas.

Seasonal Part-time  
Great job for High School students  
No Experience required  
Accessible to public transportation

Applicants need to apply on-line at [www.tjx.com](http://www.tjx.com) and specify requisition **616368** which specifically pinpoints to our Marshalls in Melrose Park.

Feel free to reach out to the store Manager or Assistant Manager after completing the application online.





## **WE ARE HIRING!! Trooper applications are still being accepted.**

The Illinois State Police Merit Board is actively seeking qualified candidates to apply for the Illinois State Police Trooper position.

We want all interested candidates to continue to apply for the Trooper position (<https://www.illinoistrooper.com/online-application/>). The Merit Board will continue to accept and process applications, however, applicants should expect significant delays beyond the time period it normally takes to receive e-mail notification regarding their pending application status as well as any information on future testing dates.

To ensure the safety of test takers and staff, and in accordance with Governor Pritzker's efforts to mitigate the spread of COVID-19, please be advised that the Merit Board will not be conducting any Recruitment Examination Testing until further notice. There is no information regarding a tentative date the Recruitment Examination will be administered. All eligible applicants will be notified by e-mail when testing resumes. This is contingent upon the testing centers ability to reopen.

Please continue to check our website ([www.illinoistrooper.com](http://www.illinoistrooper.com)) for any updates on future Cadet Class information. We apologize for the inconvenience and appreciate your understanding and cooperation during this time.

Although in-person recruitment activities are suspended due to COVID-19, the Illinois State Police Recruitment Section is interested in engaging with potential applicants and answering any job related questions while adhering to the stay-at-home order.

Master Sergeant Alejandro ([Hector.Alejandro@illinois.gov](mailto:Hector.Alejandro@illinois.gov) - 708.522.4946)  
Sergeant Schumann ([Aldo.Schumann@illinois.gov](mailto:Aldo.Schumann@illinois.gov) - 847.894.1592)  
Sergeant Dye ([Calvin.Dye@illinois.gov](mailto:Calvin.Dye@illinois.gov) - 217.685.4752)

## **ISP Application Process**

### **The Position**

Certified Applicants will be required to attend and successfully complete the Illinois State Police Academy. Troopers will be assigned to a district based on the need of the Illinois State Police.

### **Minimum Requirements**

- Twenty-one (21) years of age
- No felony convictions
- Citizen of the United States
- Possess a valid driver's license
- Must be willing to accept an assignment anywhere in the state
- Applicant must have completed, with a C average or better, one of the following requirements

**Must meet one of the following options:**



- **Option 1** - Associate's degree or 60 credit hours from an accredited college or university

**College or university must be accredited by one of the following:**

- Middle States Commission on Higher Education
  - Higher Learning Commission
  - New England Commission of Higher Education
  - Northwest Commission on Colleges and Universities
  - Southern Association of Colleges & Schools Commission on Colleges
  - WASC Senior College and University Commission
  - Accrediting Commission for Community and Junior Colleges
- **Option 2** - Honorably discharged from the armed services of the United States after serving active military duty AND has been awarded at least one of the qualifying medals. Proof must be provided on a DD-214 OR An active member of the Illinois National Guard or a reserve component of the United States Armed Forces AND have been awarded at least one of the qualifying medals. Proof must be provided on a DD-214 OR Honorably discharged and served in a combat mission by proof of hostile fire pay or imminent danger pay during deployment on active duty. Proof must be provided on a DD-214 OR Have at least 3 years of full active/continuous military duty and received an honorable discharge before hiring. Proof must be provided on a DD-214

**Qualifying Military Medals:**

- Southwest Asia Service Medal
- Kosovo Campaign Medal
- Korean Defense Service Medal
- Afghanistan Campaign Medal
- Iraq Campaign Medal
- Global War on Terrorism Expeditionary Medal

## **Recruitment Examination**

Applicants who meet the minimum requirements will be invited to complete the **Illinois State Police Merit Board Recruitment Examination** at an assigned community college based on location.

## **Physical Fitness Inventory Test**

Candidates who successfully complete the Recruitment Exam will be invited to participate in the **Physical Fitness Inventory Test (PFIT)**.

## **Background Investigation**

After successful completion of the PFIT, applicants will have an extensive background check including education, personal and employment references, traffic, criminal, and credit history. A background committee will meet and determine who will be invited to participate in the **Oral Interview Process**.

## **Oral Interview Process**

Applicants chosen to continue in the Selection Process will be invited to participate in the Oral Interview Process on a date and time given by the Illinois State Police Merit Board.



# Office of Program and Support Services

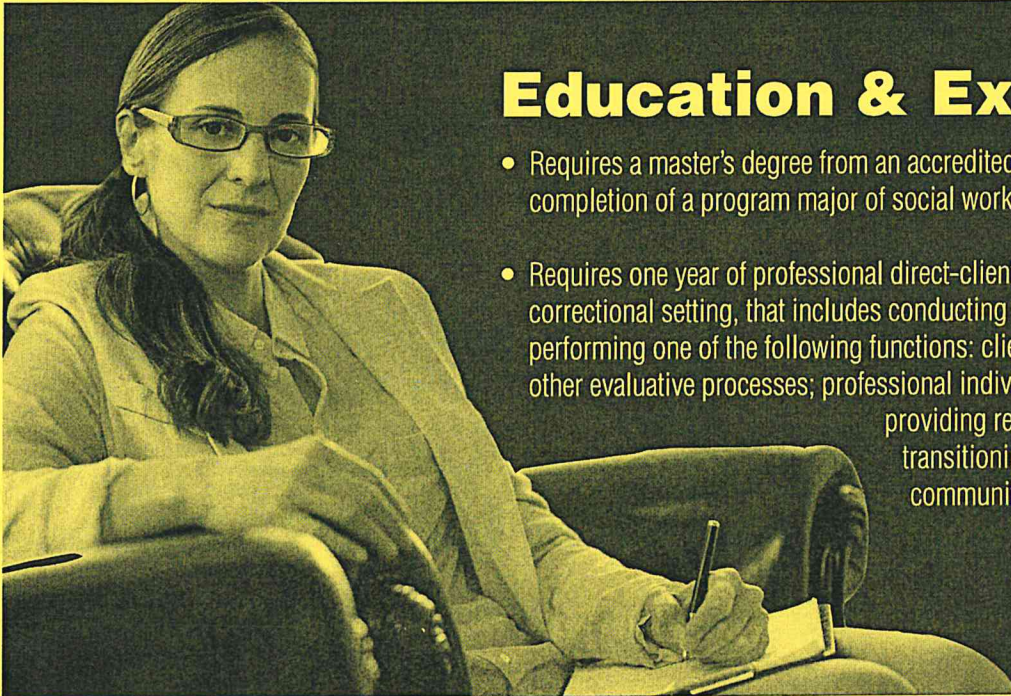
## Corrections Assessment Specialist

Salary  
\$57,852 - \$87,648



### Education & Experience

- Requires a master's degree from an accredited college or university evidencing completion of a program major of social work, psychology, or a directly related field.
- Requires one year of professional direct-client casework experience, preferably in a correctional setting, that includes conducting risk and needs assessments, and performing one of the following functions: client intake interviews, assessments or other evaluative processes; professional individual or group counseling; or, providing reentry services to individuals transitioning from incarceration into the community.



### Job Duties

- Conducts comprehensive and structured interviews with offenders in state custody and on parole to evaluate the risk, assets, and criminogenic needs of each
- Develops and implements new program initiatives, such as evidence-based, cognitive behavioral, and reentry programming
- Employs assessment results to develop and implement programming plans to aide in adjustment to incarceration, and rehabilitation promotion and support designed to reduce the risk of recidivism

### Benefits for State Employees

State of Illinois employees are eligible for a variety of benefits associated with their employment. From health and dental insurance, to vacation and sick leave days and a retirement plan, the State of Illinois offers a competitive benefits program for employees.

#### Healthcare Benefits:

The State offers its employees a comprehensive health and dental program along with a wide array of supplemental insurance programs.

#### Retirement Benefits:

In addition to health and dental insurance programs, state employees are offered a pension program.

#### Workplace Benefits:

State employees also have other benefits such as holidays, maternity leave and sick leave.

**Note:** the above benefits are available to most state employees with the exception of those in temporary positions. Employees in temporary, part-time and student worker positions may be eligible for all, some or none of these benefits.



# Corrections Office of Program and Support Services



*Positions available at  
various statewide locations*

Job Opportunities  
<http://work.illinois.gov>

Please complete a CMS-100 Employment Application.

Applications are available on the Forms page of the  
<http://work.illinois.gov> website  
or at any of the CMS Assessment Centers.

Please contact the CMS Assessment Center nearest to you for more information or call  
**(217) 782-7100**



State of Illinois  
Illinois Department of Corrections





# NEED A LYFT!

DO YOU NEED HELP GETTING TO  
AND FROM WORK?

For a limited time, Goodwill in partnership with Lyft are now offering ride sharing vouchers for your transportation to and from work; professional or job trainings; or interviews.

## REQUIREMENTS:

- Smart Phone
- Download Lyft App
- Debit or Credit card

**Eligibility/Details:** Rides are round trip = \$30 total (\$15 one way); riders exceeding value are responsible to cover the difference; rides only provided until 1st paycheck; and all riders must provide proof of training, interview, or hire information to receive voucher.

For more information, please contact one of our three Goodwill Workforce Connection Centers:  
Englewood WCC: 773-627-5770  
North Riverside WCC: 773-627-5777  
Lombard WCC: 630-576-4661

