



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

02/23/2018



Job Title: CET Rail Safety Engineering Trainee
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,275.00 - \$4,655.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: PM-00
Bid ID#: IPR#42568

This position is accountable for assisting in the administration of the Illinois Grade Crossing Protection Fund (GCPF) and assisting in the development of rail-highway crossing projects under GCPF and Federal-aid Highway 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 **Friday, March 16, 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.

02/23/2018



Job Title: **CET Inspector/Assistant Resident Engineer (Trainee)**
Agency: **Transportation**
Closing Date/Time: **Fri. 03/16/18 4:30 PM Central Time**
Salary: **\$4,275.00 - \$4,655.00 monthly**
Job Type: **Full-Time**
Location: **Madison County, Illinois**
Number of Vacancies: **7**
Plan/BU: **PM-00**
Bid ID#: **IPR#42534**

This position assists in providing the contractor with the necessary layout and inspection required on highway improvement construction projects while operating within an environment that ensures the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner. S/He serves on survey crews, inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction, providing for necessary reports and documentation for pay items, reducing survey notes, plotting cross sections, computing quantities, checking computations of others, and assisting the Resident Engineer/Technician on specific construction programs.

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

02/23/2018



Job Title: **Civil Engineer Trainee - Inspector**
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,275.00 - \$4,655.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **9**
Bid ID#: **IPR#42545**

This entry-level position is accountable for the inspection, documentation and safety on highway improvements during the construction phase. This position may perform general Studies and Plans Section work in the winter months.

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02/23/2018



Job Title: **Civil Engineer Trainee-Assistant Squad Engineer**
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,275.00 - \$4,655.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **3**
Bid ID#: **IPR#42538**

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

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02/23/2018



Job Title: Civil Engineer Trainee - Studies & Plans Squad
Member Trainee

Agency: Transportation

Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time

Salary: \$4,275.00 - \$4,655.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 5

Bid ID#: IPR#42535

This is an entry-level trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

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02/23/2018



Job Title: **Civil Engineer Trainee**
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,275.00 - \$4,655.00 monthly
Job Type: Full-Time
Location: Edgar County, Illinois
Number of Vacancies: **3**
Bid ID#: **IPR#42536**

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in spring 2018)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for spring 2018 graduates must be provided at time of hire.)
- Valid driver's license

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02/23/2018



Job Title: **CET Construction Civil Engineer Trainee**
Agency: **Transportation**
Closing Date/Time: **Fri. 03/16/18 4:30 PM Central Time**
Salary: **\$4,665.00 - \$5,085.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **23**
Plan/BU: **PM-00**
Bid ID#: **IPR#42541**

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required. This is a training position.

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, March 16, 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.

02/23/2018



Job Title: **CET Construction Inspection Engineer**
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,275.00 - \$4,655.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **2**
Plan/BU: **PM-00**
Bid ID#: **IPR#42540**

This position is accountable for assisting in the inspection and layout required on various improvements in construction projects and for the preparation of location studies and plans for highways, lighting, bridges, landscaping and resurfacing improvements. This is a training position that is part of a rotation program.

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02/23/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Mon. 03/05/18 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#: **DCEO42-40-085.18**

Under general direction of the Policy and Grants Manager, develops, recommends, organizes, and implements programs for special populations, develops strategies to enhance and expand workforce programs and services statewide to special populations such as people with disabilities, veterans, ex-offenders, youth and other special populations in need of these services. Serves as the coordinator on policy and program issues that impact special populations including the provision of Rapid Response and Trade services

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday

Illinois Department of Commerce & Economic Opportunity
EMPLOYMENT & TRAINING OFFICE
JRTC, 100 EAST RANDOLPH STREET – CHICAGO, ILLINOIS 60601

MAIL TO: **Natalie Chambers, Human Resources Office**
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: **217-785-1577** **FAXES ACCEPTED: 217-524-0189**

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

02/23/2018



Job Title: **Public Service Administrator - Opt 7**
Agency: **Corrections**
Closing Date/Time: **Wed. 03/07/18 4:00 PM Central Time**
Salary: **\$6,698.00 - \$9,894.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDOC29-09-18-0009**

Under administrative direction of the Intelligence Program Manager (PSA), directs and monitors staff who function as Security Threat Group (STG) Coordinators in the Northern facilities. Reviews final investigation reports. Participates in investigations of high level management and executive staff. Implements policies and procedures. Coordinates functions associated with the Security Threat Group. Compiles information for management.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

02/23/2018



Job Title: **Corrections Treatment Senior Security Supervisor**
Agency: **Corrections**
Closing Date/Time: **Wed. 03/07/18 4:00 PM Central Time**
Salary: **\$4,432.00 - \$10,595.00 monthly**
Job Type: **Full-Time**
Location: **Kane County, Illinois**
Number of Vacancies: **2**
Plan/BU: **MS-31**
Bid ID#: **IDOC29-89-18-0008**

Under administrative direction of Assistant Warden of Operations (SPSA), serves as full line supervisor, directing the corrections treatment officers and related staff. Organizes, plans, executes, controls, and evaluates security operations at Elgin Treatment Center. Oversees daily inspections of all operations at Elgin Treatment Center including routine, random shakedown of offender living areas. Gathers data related to facility security/safety incidents and reviews to establish future preventive measures. Serves as Duty Administrative Officer as assigned.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

02/23/2018



Job Title: ET I Seasonal Engineering Technician Intern (District 1/Schaumburg)
Agency: Transportation
Closing Date/Time: Wed. 03/14/18 4:30 PM Central Time
Salary: \$17.00 - \$17.00 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 44
Bid ID#: IPR#42662

- Valid driver's license
- A minimum of 30 semester hours/45 quarter hours of college courses in engineering
- Official transcripts*
- At least 18 years old within the calendar year of hire
- Frequent travel within the district

Applicants may also e-mail these materials (PM2425, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

Please visit <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the application, CMS284A&B and to view the entire position description.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

02/23/2018



Job Title: CET Construction Civil Engineer Trainee
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,665.00 - \$5,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 23
Plan/BU: PM-00
Bid ID#: IPR#42541

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required. This is a training position.

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, March 16, 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. **NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

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

02/23/2018



Job Title: **Public Service Administrator - Opt 2B**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 03/02/18 11:59 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: **RC062**
Bid ID#: **17512**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior. Assists superior with enforcement of the policies and procedures regarding supervision of banks, thrifts and corporate fiduciaries. Plans and prioritizes examination schedules for state banks, thrifts and corporate fiduciaries, and their subsidiaries for submission to superior. Reviews various applications submitted by banks, thrifts and corporate fiduciaries or investor groups. Serves as working supervisor. Travels to various sites for meetings and presentations with bank, thrift and corporate fiduciary officials.

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

02/23/2018



Job Title: **Technical Advisor II**
Agency: Criminal Justice Information Authority
Closing Date/Time: Fri. 03/02/18 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **CJIA 45252-01-2018**

This position drafts legal grant boiler agreements, interagency agreements, users agreements, proposed bills, amendments, resolutions, rules and regulations. Reviews grant agreements prior to execution to ensure legal compliance and completion; collaborates with staff to create funding priorities and plans, and to develop specific notices of funding opportunities. Reviews grant applications to determine proposal allowability under the funding opportunity and relevant rules and regulations; plans, evaluates, develops and validates program, standards, policies and procedures and assists staff in their implementation; conducts legal research and writing for legislative analyses and review of state and federal laws. Provides legal technical assistance and advice to criminal justice agencies and members of the public. Consults with and advises other officials and members of the public regarding the application of laws and regulations.

Please submit the following by e-mail to zina.smith@illinois.gov.
CMS-100 Application
Resume
Copy of current law license

02/23/2018



Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**

Agency: **Commerce & Economic Opportunity**

Closing Date/Time: **Mon. 03/05/18 5:00 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: **RC014**

Bid ID#: **DCEO42-40-013.18**

Under direction of the Accounts Payable/Obligation Unit Supervisor, independently performs technical accounting work in maintaining a complex, complete set of general account books for a variety of state and federal funds; posts financial data to accounts payable ledgers and other related financial records, reviews and reconciles documents and makes adjusting entries; assists in the preparation of complex financial statements or reports for the department.

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday

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500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 FAX: 217-524-0189

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

02/23/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Mon. 03/05/18 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#: **DCEO42-40-085.18**

Under general direction of the Policy and Grants Manager, develops, recommends, organizes, and implements programs for special populations, develops strategies to enhance and expand workforce programs and services statewide to special populations such as people with disabilities, veterans, ex-offenders, youth and other special populations in need of these services. Serves as the coordinator on policy and program issues that impact special populations including the provision of Rapid Response and Trade services; conducts research, grant development and maintenance for both state and federal grants; provides technical and specialized assistance on policy, planning and program issues; develops policy and procedures for revisions in federally established regulations for WIA and Rapid Response and other grant programs to improve workforce services and programs to special populations.

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday

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02/23/2018



Job Title: **Technical Advisor Advanced Program Specialist**
Agency: **Revenue**
Closing Date/Time: **Tue. 02/27/18 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: **RC010**
Bid ID#: **DOR 17530**

Under administrative direction, serves as a Staff Attorney for the Department of Revenue. Represents the Agency in complex Income Tax litigation hearings before the Department involving deficiency and claim cases remaining in dispute. As an expert authority, provides recommendations for consideration concerning the development or modification of programs and services where there is room for disagreement on the interpretation of comprehensive program goals and concepts and the preparation of legal memoranda; Confers and corresponds with taxpayers, their representatives, attorneys, and other interested parties regarding the application or interpretation of the Income Tax Act

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/23/2018



Job Title: **Revenue Tax Specialist I**
Agency: Revenue
Closing Date/Time: Tue. 02/27/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 17500**

Under general supervision, at a developmental level, performs technical analysis of routine and involved original and amended tax returns, corresponding schedules, and/or supporting documentation by reviewing and explaining pertinent records, documentation, and/or adjusting taxpayers' accounts; reviews and researches various source documents in providing information, guidance and assistance to Illinois and out-of- state taxpayers and/or their representatives, in writing and orally of a routine and priority nature, relating to the various taxes administered by the Department; independently performs research necessary to resolve discrepancies or deficiencies; approves or denies reasonable cause requests; confers with taxpayers, the general public and others to determine the nature of inquiries, problems or complaints; analyzes computer data, files or regulatory reference material to answer inquiries and resolve routine, difficult and complex issues

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

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

02/23/2018



Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)
Agency: Revenue
Closing Date/Time: Tue. 02/27/18 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: DOR 17506

Under immediate supervision, for a period of six (6) to twelve (12) months, receives structured classroom and on-the-job training involving various facets of Agency-wide activities and operations relative to the processing of all types of taxes; as part of the training program receives and completes assignments of a routine nature in specific phases of the tax examining process

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/23/2018



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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.**



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 the 13 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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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



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
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

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

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



- 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.