



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

12/27/2017



Job Title: **Receptionist**
Agency: Commerce Commission
Closing Date/Time: Fri. 01/05/18 5:00 PM Central Time
Salary: \$2,355.00 - \$4,704.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-17-0020**

Subject to management approval, performs highly responsible, complex, technical and confidential secretarial and clerical functions of an administrative nature relating to the operation of the Police Section. Types a variety of routine documents by using a personal computer; functions as the first point of contact for visitors and phone inquiries to the Police Section, providing information and assistance which may be of a technical nature; opens, date stamps, and distributes incoming mail related to formal proceedings and docketed matters, exercising discretion and judgment concerning sensitive and confidential information contained therein

Cheryl Barrett
HR Analyst
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, IL 62701
Phone: 217-557-4206
Fax: 217-785-1770
Cheryl.Barrett@illinois.gov

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

12/27/2017



Job Title: **Technical Advisor V**
Agency: Commerce Commission
Closing Date/Time: Fri. 01/05/18 5:00 PM Central Time
Salary: \$5,414.00 - \$11,942.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-17-11**

Under general supervision, performs complex technical and legal functions involving responsibility for representing staff in various transportation matters before the Administrative Law Judges of the Illinois Commerce Commission (ICC), for representing the ICC in various state and federal courts, and for providing legal advice to the ICC when it files comments on various matters. Duties include; conducting investigations to determine statutory compliance by applying legal methods and procedures with reference to the legal implications involved

Cheryl Barrett
HR Analyst
Illinois Commerce Commission
527 E. Capitol Ave.
Springfield, IL 62701
217-557-4206
cbarrett@icc.illinois.gov

12/27/2017



Job Title: **Correctional Sergeant**
Agency: Corrections
Closing Date/Time: Mon. 01/08/18 3:00 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Fulton County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC006**
Bid ID#: **IDOC-29-55-17-0095/0120**

Under general direction of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker ; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

Contact: Kelley Johnson- Human Resource Representative
Illinois River Correctional Center
PO Box 999, 1300 W. Locust, Rt. 9 West
Canton, IL 61520
309-647-7030 ext. 253
309-647-0353 Fax
Kelley.Johnson@doc.illinois.gov

12/27/2017



Job Title: **Correctional Sergeant**
Agency: Corrections
Closing Date/Time: Mon. 01/08/18 3:00 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Brown County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC006**
Bid ID#: **IDOC-29-99-17-0240**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security, and custodial measures.

Contact:

Emily Lerch - Human Resources Representative
Western Illinois Correctional Center
2500 Route 99 South
Mt. Sterling, IL 62353
217-773-4441 ext. 250
217-773-2202 fax

12/27/2017



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Mon. 01/08/18 3:00 PM Central Time**
Salary: **\$4,904.00 - \$7,396.00 monthly**
Job Type: **Full-Time**
Location: **Fulton County, Illinois**
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC-29-55-17-0111**

Under supervision of the Shift Supervisor, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of offenders; monitors compliance with Department Rules, Administrative Directives and Institutional Policies.

Contact: **Kelley Johnson**- Human Resources Representative
Illinois River Correctional Center
PO Box 999, 1300 W. Locust, Rt. 9 West
Canton, IL 61520
kelly.johnson@illinois.gov
309-647-7030 ext. 253
309-647-0353 fax

12/27/2017



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Mon. 01/08/18 4:00 PM Central Time**
Salary: **\$4,904.00 - \$7,396.00 monthly**
Job Type: **Full-Time**
Location: **Christian County, Illinois**
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC29-56-17-2590**

Under general supervision of the Shift Supervisor, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of offenders; monitors compliance with Departmental Rules, Administrative Directives and Institutional Policies.

AGENCY CONTACT: Amanda Wilson, HR Rep
Taylorville Correctional Center
PO Box 1000
Taylorville, IL 62568
(217) 824-4004 ext. 5205
(217) 824-4042 fax
amanda.wilson@illinois.gov

12/27/2017



Job Title: **Educator Career & Technical**
Agency: Juvenile Justice
Closing Date/Time: Mon. 01/08/18 4:00 PM Central Time
Salary: \$3,020.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDJJ27-17-17-0005**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in Computer Technology. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development; implements individualized vocational programs related to student needs; provides appropriate occupational instruction to develop marketable skills and knowledge to facilitate entry into a vocation and/or career; and evaluates student progress.

CONTACT:

Olivia Robles
Illinois Youth Center - Chicago
100 North Western Avenue
Chicago, Illinois 60612
FAX - 312-633-5229

12/27/2017



Job Title: **Deck Hand (100%)**
Agency: Transportation
Closing Date/Time: Mon. 01/08/18 4:30 PM Central Time
Salary: \$4,512.00 / Month
Job Type: Full-Time
Location: Jersey County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC019**
Bid ID#: **IPR#42433**

This position directs the safe loading of vehicles, commodities and personnel on the barges and secures appropriate gates, performs preventative maintenance and repairs to equipment.

TRANSFERS: Must be a certified Part-Time Deck Hand working at IDOT, District 8, Team Section 836. Bid Form for Transfer RC019 (PM12C) must be submitted to Jennifer Sunderland, Bureau of Personnel Management, Room 113, 2300 S Dirksen Pkwy, Springfield 62764 FAX: 217/557-3134 by the closing date of this posting.

12/27/2017



Job Title: **Deck Hand (80%)**
Agency: Transportation
Closing Date/Time: Mon. 01/08/18 4:30 PM Central Time
Salary: \$4,512.00 / Month
Job Type: Full-Time
Location: Calhoun County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC019**
Bid ID#: **IPR#42435**

This position directs the safe loading of vehicles, commodities and personnel on the barges and secures appropriate gates, performs preventative maintenance and repairs to equipment.

Please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting.

For further information, please call the Bureau of Personnel Management at 217-782-5594.

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>

12/27/2017



Job Title: **CE V Mixtures Control Engineer**
Agency: Transportation
Closing Date/Time: Mon. 01/08/18 4:30 PM Central Time
Salary: \$6,315.00 - \$10,210.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#42421**

This position is accountable for planning and directing activities that ensure bituminous concrete and portland cement concrete mixtures are acceptable for use on state and local highway improvement projects where federal, state and Motor Fuel Tax funds are involved.

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 **Monday, January 8, 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

12/27/2017



Job Title: Office Coordinator - Opt 2
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 01/04/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CS3767

Under direction, performs complex and specialized procedures to initiate, process and maintain child support cases, reviews and processes child support applications received, reviews and analyzes financial records to determine appropriate amount of child support obligations; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) and State Disbursement Unit (SDU) financial records, and Clerk of the Court payment records to determine correct delinquency amount; gathers information and prepares documents; communicates with custodial and non-custodial parents in relation to child support; makes referrals for accounts in need of adjustment; composes letters, creates forms, keeps records and other documents; establishes and monitors tracking procedures; performs timekeeping functions; provides customer service both in person and via telephone to customers.

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, Illinois 62701

217-557-3900 Office
217-524-3960 Fax

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>

12/27/2017



Job Title: Office Specialist - Opt 2 (Upward Mobility Target Title)
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 01/04/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 3
Plan/BU: RC028
Bid ID#: CS3769

Under general direction, performs complex, specialized, paraprofessional and technical functions for Team E in Unit 3 of the Division of Child Support Enforcement's (CSE) Call Center: researches and resolves appointment issues; researches multiple case and docket issues via the Key Information Delivery System (KIDS) and the Cook County Circuit Clerk System (T-KIDS); resolves customer inquiries by serving Income Withholding Notices (IWNs) on the Department of Employment Security; explains the legal process to custodial parents (CPs) and non-custodial parents (NCPs) without giving legal advice; confirms if Voluntary Acknowledgement of Paternity (VAP) has been received; determines if modification is warranted and explains to CP and NCP reasons for denial and/or next steps in the modification process

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, Illinois 62701

217-557-3900 Office
217-524-3960 Fax

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

12/27/2017



Job Title: Office Specialist - Opt 2 (Upward Mobility Target Title)
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 01/04/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: CS3770

Under general direction, performs complex, specialized, paraprofessional and technical functions for Team C in Unit 2 of the Division of Child Support Enforcement's (CSE) Call Center: researches and resolves appointment issues; researches multiple case and docket issues via the Key Information Delivery System (KIDS) and the Cook County Circuit Clerk System (T-KIDS); resolves customer inquiries by serving Income Withholding Notices (IWNs) on the Department of Employment Security; explains the legal process to custodial parents (CPs) and non-custodial parents (NCPs) without giving legal advice; confirms if Voluntary Acknowledgement of Paternity (VAP) has been received; determines if modification is warranted and explains to CP and NCP reasons for denial and/or next steps in the modification process

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, Illinois 62701

217-557-3900 Office
217-524-3960 Fax

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

12/27/2017



Job Title: **Educator Career & Technical**
Agency: Juvenile Justice
Closing Date/Time: Fri. 01/05/18 4:00 PM Central Time
Salary: \$3,020.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDJJ-27-10-2017-9998**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in Computer Technology. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development; modifies methods according to student needs and abilities to promote the rehabilitation; daily living and prevocational skills of students with developmental an/or intellectual disabilities; prepares and maintains Individualized Educational Plans (IEP's) for assigned students; implements individualized vocational programs related to student needs; provides appropriate occupational instruction to develop marketable skills and knowledge to facilitate entry into a vocation and/or career; and evaluates student progress.

LOCATION/AGENCY CONTACT:

Illinois Youth Center Warrenville
30W200 Ferry Road
Warrenville, IL 60555

Kelly Meeks
(630) 983-6213 fax

12/27/2017



Job Title: **Registered Nurse II**
Agency: Human Services
Closing Date/Time: Fri. 01/05/18 4:30 PM Central Time
Salary: \$5,293.00 - \$7,303.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10-77-10-621-10-88-104013-4421**

Under direction of the Nurse Manager, serves as the Shift Charge Nurse over the day shift professional and non-professional direct care staff involved in recipient care for forensic mentally ill persons residing in the AFC -A Unit; ensures the safe environment to meet the physical, emotional, and psychological needs of the patients. Provides professional nursing services having responsibility over patient activities that involve medical care, programs, activities or behavior in intervention; provides nursing services such as medication transcription, administration, evaluation, documentation and observation of effectiveness of drugs. Serves as a member of the interdisciplinary treatment team.

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).

12/27/2017



Job Title: **Educator Career & Technical**
Agency: Juvenile Justice
Closing Date/Time: Mon. 01/08/18 4:00 PM Central Time
Salary: \$3,020.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDJJ27-17-17-0005**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in Computer Technology. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development; implements individualized vocational programs related to student needs; provides appropriate occupational instruction to develop marketable skills and knowledge to facilitate entry into a vocation and/or career; and evaluates student progress.

CONTACT:

Olivia Robles
Illinois Youth Center - Chicago
100 North Western Avenue
Chicago, Illinois 60612
FAX - 312-633-5229

12/27/2017



Job Title: **Medical Administrator II Option D - Opt 06**
Agency: Human Services
Closing Date/Time: Mon. 01/08/18 5:59 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-75-103860**

Serves as the facility medical director with total responsibility for the planning, administration, direction and evaluation of all medical care, medical treatment regimens, and medical services at Shapiro Center. In addition, functions as the primary physician for an assigned caseload and for complex cases. Ensures that all medical services, policies, procedures, quality assurance and risk management processes are in compliance with Federal, Public Health, Illinois and, Shapiro Requirements. The Medical Director is responsible for being knowledgeable of CDC guidelines as it relates to a state operated center. Acts as the Chairperson of a peer review committee regarding complex medical issues with individuals served at the Center. Directs and supervises physicians at the Center and other subordinate staff.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

12/27/2017



Job Title: **Human Resource Analyst**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$57,998.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **216**

The human resource analyst performs analytical and administrative work in one or more functional areas of the Human Resources Division.

Administrative Office of the Illinois Courts
3101 Old Jacksonville Road
Springfield, IL 62704

Barbara Black
(217) 524-6429

12/27/2017



Job Title: **Receptionist**
Agency: Commerce Commission
Closing Date/Time: Fri. 01/05/18 5:00 PM Central Time
Salary: \$2,355.00 - \$4,704.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-17-0020**

Subject to management approval, performs highly responsible, complex, technical and confidential secretarial and clerical functions of an administrative nature relating to the operation of the Police Section. Types a variety of routine documents by using a personal computer; functions as the first point of contact for visitors and phone inquiries to the Police Section, providing information and assistance which may be of a technical nature; opens, date stamps, and distributes incoming mail related to formal proceedings and docketed matters, exercising discretion and judgment concerning sensitive and confidential information contained therein

Cheryl Barrett
HR Analyst
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, IL 62701
Phone: 217-557-4206
Fax: 217-785-1770
Cheryl.Barrett@illinois.gov

12/27/2017



Job Title: Civil Engineer Trainee Airport Construction Engineer Trainee
Agency: Transportation
Closing Date/Time: Tue. 01/23/18 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
Bid ID#: IPR#42427

Under immediate supervision, this position is accountable for assisting in the general supervision of airport construction within Illinois where state, local and/or federal funds are involved.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, January 23, 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.

12/27/2017



Job Title: Civil Engineer Trainee Airport Planning Engineer & Environmental Specialist

Agency: Transportation

Closing Date/Time: Tue. 01/23/18 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

Bid ID#: IPR#42428

Under direct supervision, this position assists the Airport Environmental and Planning Manager with the initiation, scoping, coordination, development, review, and financial management of airport planning projects and project specific environmental studies for all airports and airport project developments in Illinois.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, January 23, 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.

12/27/2017



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>



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
 -

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>



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.

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

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

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

12/27/2017



- 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.