



06/20/2019

Job Title: **Criminal Justice Specialist I – Opt 1**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10231-12-2019**

Professional experience in grant preparation and grant/contract monitoring; budget preparation; and tracking of expenditure and objectives and outcomes preferred. Requires working knowledge of the criminal justice system. Must be proficient in analytical skills and oral communications. Requires ability to utilize word processing software and office equipment. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit bid form and CMS100 to:

Dawn English/ dawn.english@illinois.gov
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-13-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Dawn English
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606
dawn.english@illinois.gov

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06/20/2019

Job Title: **Executive I - Opt W7**
Agency: Workers Compensation Commission
Closing Date/Time: Mon. 07/01/19 11:59 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF062**
Bid ID#: **IWCC-50-19-0015**

Requires knowledge skill and mental development equivalent to the completion of four years of college. Requires two years of responsible administrative experience in a public or private organization. Applicant should be knowledgeable in policies and procedures and the over all workings of the Workers' Compensation Commission. Applicant should also be knowledgeable about the Workers' Compensation Act and Rules. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to speak and write Spanish at a colloquial skill level.

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).

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06/20/2019

Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Wed. 06/26/19 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **idph 44-19-0084**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

Agency Contact:

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Human Resources Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 06/26/19 5:00 PM Central Time
Salary: \$2,674.00 - \$6,972.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF062**
Bid ID#: **1907007-072281**

Requires knowledge, skill, and mental development equivalent to completion of four years of college and two years of professional human resources experience, preferably in the labor relations field; requires extensive knowledge of human resource programs, collective bargaining contracts, Federal Merit Standards, Equal Employment Opportunity Act, and Civil Rights Act and guidelines derived therefrom; requires ability to travel and possession of a valid driver's license.

Agency Contact:

Laverne Crayton
DCFS
2020 W. Roosevelt Rd, 2nd Floor
Chicago, Illinois 60608
Phone: 312-814-1222
Fax: 312-814-1224
Email: Laverne.Crayton@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Insurance Analyst III - Opt SS**
Agency: Insurance
Closing Date/Time: Thu. 06/27/19 4:00 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: **RC062**
Bid ID#: **DOI 20544**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of professional experience such as would be gained as an Insurance Analyst II. Requires an extensive knowledge of the Insurance Code and rules, regulations, and procedures and processes pursuant thereto, particularly as related to life, accident, health or property and liability types of financial regulations; as related to policy evaluation license and complaint resolution; of accounting principles and auditing methods; of the functions, products/services of organizational components of the department.

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th floor
Springfield, IL 62767
Fax: 217/558-2777

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Corrections Leisure Activities Specialist I**
Agency: **Juvenile Justice**
Closing Date/Time: **Thu. 06/27/19 4:00 PM Central Time**
Salary: **\$3,792.00 - \$5,854.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ27-17-19-2647**

functions as part of a multi-disciplinary team to assist in developing and delivering an individualized treatment program within the context of a larger group activity; participates in evaluation and staffing of youth; provides assistance in review of leisure time program needs.

AGENCY CONTACT:

Olivia Robles
Illinois Youth Center - Chicago
136 North Western Avenue
Chicago, IL 60612
olivia.robles@illinois.gov
FAX: 312.633.5246

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: Educator - Opt B (History Teacher)
Agency: Juvenile Justice
Closing Date/Time: Mon. 07/08/19 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-15-19-0043

Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student

Agency Contact:

Kathy Mrowca, HR
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506 ext 1519

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06/20/2019

Job Title: **Information Systems Analyst I - Opt S**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Tue. 06/25/19 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DoIT 20545**

Specialized Skills: Requires education/experience as outlined above in the following: systems analysis and design; relational databases DB2; Microsoft Access or Microsoft SQL Server; Object Oriented application design theory, concepts, and principles; Object Oriented languages such as VB.NET, Visual Basic, Java or other .NET programming language within Microsoft Visual Studio; Adobe Acrobat Professional, and Office Suite tools such as Microsoft Office. Requires a broad understanding of the interaction of the departments hardware and software systems with the data processing and communication systems. Requires the ability to travel.

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-7180
217-524-6629 Fax

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
OR
Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

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06/20/2019

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Tue. 06/18/19 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: **3**
Plan/BU: **RC028**
Bid ID#: **10-91-111916-111918**

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.

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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06/20/2019

Job Title: **TM II Personnel Support Specialist**
Agency: Transportation
Closing Date/Time: Mon. 06/17/19 4:30 PM Central Time
Salary: \$4,105.00 - \$5,710.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43242**

Position Desirables:

- Training in the use of computer software programs, such as MS Office Suites (Excel, Word, Access, PowerPoint and Outlook)
- Experience in public administration, business administration, or governmental operations
- Familiarity with all Department of Central Management Services rules and departmental personnel policies
- Ability to maintain harmonious relationships with employees, agency officials, and the general public

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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **TM IV Labor Relations Manager**
Agency: Transportation
Closing Date/Time: Mon. 06/17/19 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#43538**

This position is accountable for ensuring accurate and timely completion of charges for discipline, responses to grievances, and record keeping of the district discipline and grievance databases. This position is responsible for providing administrative assistance to the Personnel Services Manager in matters pertaining to discipline, grievances, and other issues that impact the district's labor relations.

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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

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06/20/2019

Job Title: **Licensed Practical Nurse II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 06/24/19 5:00 PM Central Time
Salary: \$3,319.00 - \$4,720.00 monthly
\$39,828.00 - \$56,640.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-111921**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by physicians or professional nurses.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

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06/20/2019

Job Title: **Licensed Practical Nurse II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 06/24/19 5:00 PM Central Time
Salary: \$3,319.00 - \$4,720.00 monthly
\$39,828.00 - \$56,640.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-111914**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by physicians or professional nurses.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

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06/20/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 06/24/19 5:00 PM Central Time
Salary: \$4,710.00 - \$6,389.00 monthly
\$56,520.00 - \$76,668.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC023**
Bid ID#: **10-72-111911-13**

Requires ability to apply emergency medical techniques such as Cardiopulmonary Resuscitation, control of bleeding, airway maintenance. Requires the ability to serve on an on-call basis.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

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06/20/2019

Job Title: Office Associate - Opt SS2
Agency: Illinois Lottery
Closing Date/Time: Mon. 06/24/19 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 01
Plan/BU: RC014
Bid ID#: LOT 20540

Requires ability to follow oral or written instructions; Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability in keyboarding accurately at 45 WPM. Requires ability to write and speak Spanish at a colloquial level.

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 06/21/19 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4249**

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, IL 62701
(217) 557-3900
(217) 524-3960 FAX

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Tue. 06/18/19 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: **3**
Plan/BU: **RC028**
Bid ID#: **10-91-111916-111918**

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.

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

PAEA's PROMOTIONAL GRADES FOR THIS TITLE ARE OBTAINED BY TAKING THE AUTOMATED MULTIPLE-CHOICE TEST AT CMS.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

Job Title: **Medicaid Management Intern**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 06/20/19 11:59 PM Central Time
Salary: \$2,779.00 - \$5,755.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **MP2379**

Requires ability to work closely with staff and management professionals in planning, developing, and conducting management evaluation studies. Requires ability to establish and maintain harmonious working relationships with other employees and agency representative. Requires the ability to travel.

TARGETED TITLE: Medicaid Management Analyst

Agency Contact:
Robert Fehrholz
Division of Medical Programs
201 South Grand Avenue East, 3rd Floor
Springfield, IL 62763

Work Telephone # (217) 524-7326
Fax # (217) 557-2565

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06/20/2019

Second Chance Program

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

How to apply

Job seekers need to actively participate in one of the 19 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, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

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.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/20/2019

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