



06/23/2019

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**

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](mailto:dawn.english@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).



06/23/2019

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.

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06/23/2019

Job Title: **Switchboard Operator I - Opt SS (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time  
Salary: \$2,705.00 - \$3,655.00 monthly  
\$32,460.00 - \$43,860.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-91-112198**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Spanish at the colloquial level.

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

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).



06/23/2019

Job Title: **Medicaid Management Analyst**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 06/27/19 11:59 PM Central Time  
Salary: \$3,258.00 - \$6,828.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **MP2406**

Requires ability to prepare comprehensive written and/or oral reports. Requires personal computer skills utilizing software (e.g., spreadsheets, databases, etc.). Requires ability to present ideas clearly, both orally and in writing. 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 representatives.

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/23/2019

Job Title: **Social Service Program Planner III - Opt SS**  
Agency: Human Services  
Closing Date/Time: Fri. 06/28/19 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-90-112086**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Master's degree in a related field. Requires one year of responsible administrative experience in a public or business organization. Requires knowledge of Early Childhood policies and procedures. Requires ability to speak, read and write Spanish at a colloquial skill level. Requires ability to travel.

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

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06/23/2019

Job Title: **Public Service Administrator - Opt 8L**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 06/27/19 11:59 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **2**  
Plan/BU: **GB010**  
Bid ID#: **GC0079**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years of professional experience in litigation, administrative hearings, or related legal work; requires thorough knowledge of judicial and quasi-judicial rules and procedures of administrative hearing agencies; requires ability to travel.

Agency Contact:

Judy Beverly

Bureau of Personnel and Administrative Services

2946 Old Rochester Road

Springfield, Illinois 62703

Or you can email your CMS100 to: [judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

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06/23/2019

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](mailto:Laverne.Crayton@illinois.gov)

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06/23/2019

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





06/23/2019

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).



06/23/2019

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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06/23/2019

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).



06/23/2019

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/23/2019

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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06/23/2019

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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06/23/2019

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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06/23/2019

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

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06/23/2019

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

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06/23/2019

Job Title: **RS IV Local Agency Acquisition Coordinator**  
Agency: Transportation  
Closing Date/Time: Wed. 07/03/19 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#43596**

This position is accountable for coordinating all phases of land acquisition by local governmental agencies for federally funded local agency transportation improvements and Federal Transit Administration (FTA) Commuter Parking Lot projects administered by the district Bureau of Local Roads & Streets. The incumbent also coordinates with the district Bureau of Traffic for the conveyance of rights-of-way (ROW) to the state by driveway/access permit applicant, as well as state land acquisition parcels.

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.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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06/23/2019

Job Title: **TM IV District Safety Manager**  
Agency: Transportation  
Closing Date/Time: Wed. 07/03/19 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#43595**

**Position Desirables:**

- Experience managing and supervising employees
- Strong working knowledge of the Occupational Safety and Health Administration (OSHA) Standards for General Industry and Construction
- Ability to plan, organize, and execute the district's Annual Safety Program
- Ability to develop and maintain harmonious relationships with employees from various bureaus and districts

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.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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06/23/2019

Job Title: **ET IV ICORS & CMMS Support Technician**  
Agency: Transportation  
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time  
Salary: \$4,695.00 - \$6,735.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43548**

This position is responsible for the district Illinois Construction Records System (ICORS) and Construction Materials Management Solution (CMMS) monitoring, support, training, liaison, and audit functions and other computer support for the Bureau of Construction, as well as other general office and technical procedures.

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).



06/23/2019

Job Title: Office Associate - Opt 2  
Agency: Corrections  
Closing Date/Time: Wed. 07/03/19 4:00 PM Central Time  
Salary: \$2,935.00 - \$4,234.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IDOC29-05-19-9011

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to keyboard accurately at 45 wpm.

**AGENCY/LOCATION:**

Halsted Parole Office  
8007 S. Cottage Grove Ave.  
Chicago, IL 60619

**CONTACT INFO:**

IL Dept. of Corrections / Parole Personnel  
Attn: Laurel Carlson, Hum. Res. Assoc.  
1115 N. North Street, Suite B  
Peoria, IL 61606  
[laurel.carlson@illinois.gov](mailto:laurel.carlson@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/23/2019

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](mailto:dawn.english@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/23/2019

## **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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).