



12/04/2019

Job Title: **Unemployment Insurance Special Agent**  
Agency: Employment Security  
Closing Date/Time: Tue. 12/17/19 11:59 PM Central Time  
Salary: \$4,402.00 / Month  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 81017**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires thorough knowledge of agency computerized systems, programs and practices as they relate to the payment of UI benefits. Requires the ability to communicate effectively both orally and in writing and to use a personal computer with related software programs such as word processing, spreadsheets, database management and email.

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

Please note: FAXED OR E-MAILED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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).



12/04/2019

Job Title: **Unemployment Insurance Revenue Analyst II**  
Agency: Employment Security  
Closing Date/Time: Tue. 12/17/19 11:59 PM Central Time  
Salary: \$4,184.00 / Month  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 81016**

Requires knowledge, skills and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois Unemployment Insurance Act; employer's rights and obligations related to unemployment insurance contributions; databases and hardcopy information sources used within the agency. Requires working knowledge of mathematical concepts. Requires ability to communicate effectively, both orally and in writing; to gain and maintain effective working relationships with agency employees, employers and the public. Requires ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet; prefers skill in keyboarding. Requires ability to travel occasionally.

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Recruitment & Selection  
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12/04/2019

Job Title: **Automotive Mechanic - Opt 2**  
Agency: Transportation  
Closing Date/Time: Thu. 12/12/19 4:30 PM Central Time  
Salary: \$4,239.00 - \$5,652.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC451**  
Bid ID#: **IPR#44034**

**TRANSFERS:**

Certified Automotive Mechanics working at IDOT, District 1, Cook County, must submit RC451 Transfer Request (PM13C) to agency contact by 4:30 P.M. on the closing date of this posting.

Interested applicants must submit a CMS100 (rev 7/2019) to the agency contact and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by 4:30 P.M. on the closing date of this posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of this posting or a copy of this posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

**AGENCY CONTACT:**

Denise Hamilton, Bureau of Personnel Management, Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764, FAX: 217/557-3134, OR EMAILED TO [DOT.CO.BPM.EmploymentApplications@illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov),

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12/04/2019

Job Title: Office Assistant - Opt 5  
Agency: Central Management Services  
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: CMS 20411

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel. Requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires ability to follow oral and written instructions.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street, Room 414  
Springfield, IL 62706  
217-558-3089  
217-558-5943 Fax

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12/04/2019

Job Title: Office Associate - Opt SS2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC014  
Bid ID#: 21274

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; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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12/04/2019

Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: IDJJ-27-10-19-1959/0042

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBS I) endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. 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.

Illinois Department of Juvenile Justice/Illinois Youth Center - St. Charles  
NAME/TITLE: Kathy Borkowski, HR  
ADDRESS: 3825 Campton Hills Road  
CIT/STATE/ZIP: St. Charles, IL 60175  
PHONE: 630 584-0506 ext. 1519

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12/04/2019

Job Title: **Information Systems Technical Consultant**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$42,175.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **299**

**EXPERIENCE AND EDUCATION:** A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks, have the ability to accurately record assets and licensing information, and consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required.

Administrative Office of the Illinois Courts  
222 North LaSalle Street, 13th Floor  
Chicago, IL 60601

Agency Contact: Barbara Black  
Phone: (217) 524-6429

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12/04/2019

Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Wed. 12/11/19 5:00 PM Central Time  
Salary: \$4,402.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1959008-596822**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires physical, visual and auditory ability to carry out assigned duties.

SUBMIT BIDS TO:  
Brandi Lake  
Office of Employee Services  
2020 W. Roosevelt Road 2nd Floor  
Chicago, IL 60608  
Email: [Brandi.Lake@illinois.gov](mailto:Brandi.Lake@illinois.gov) (**preferred**)  
Phone: 312-814-5989  
Fax: 312-814-1224

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12/04/2019

Job Title: Office Associate - Opt 2  
Agency: Human Rights Department  
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 2  
Plan/BU: RC014  
Bid ID#: 19-172

1.) Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. 2.) Requires Opt. 2 /45 WPM Typing, and must have skills and knowledge of Microsoft Word, Excel, Outlook and related programs. 3.) Requires the ability to operate standard office equipment, including computer, fax machine, scanner, and copier.

**Agency Contact:**

Adam Coe  
Department of Human Rights  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois, 60601  
312-814-6219 Telephone  
312-793-2121 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](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).



12/04/2019

Job Title: Office Associate - Opt SS2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC014  
Bid ID#: 21274

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; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786

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217-557-3022 Fax

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12/04/2019

Job Title: **Medicaid Management Intern**  
Agency: Healthcare & Family Services  
Closing Date/Time: Tue. 12/10/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **MP2536**

Requires a bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies.

**WHERE TO APPLY**

Robert Fehrholz  
201 S. Grand Ave. E., 3rd Floor  
Springfield, IL 62763  
(217) 557-2565 - Fax  
(217) 524-7326 - Office

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).



12/04/2019

Job Title: **Medicaid Management Analyst**  
Agency: Healthcare & Family Services  
Closing Date/Time: Tue. 12/10/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **MP2535**

Requires a bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies.

**WHERE TO APPLY**

Robert Fehrholz  
Division of Medical Programs  
201 S. Grand Ave. E., 3rd Floor  
Springfield, IL 62763  
(217) 557-2565 - Fax  
(217) 524- 7326 – Office

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).



12/04/2019

Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time  
Salary: \$2,807.00 - \$3,781.00 monthly  
\$33,684.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-114822

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

**Agency Contact:**

Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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12/04/2019

Job Title: **Revenue Computer Audit Specialist**  
Agency: Revenue  
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 524-3954 Phone  
(217) 782-9925 Fax

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12/04/2019

Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time  
Salary: \$2,807.00 - \$3,781.00 monthly  
\$33,684.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-114822

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

**Agency Contact:**

Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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Job Title: **Revenue Computer Audit Specialist**  
Agency: Revenue  
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 524-3954 Phone  
(217) 782-9925 Fax

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12/04/2019

Job Title: **Communications Equipment Technician I**  
Agency: State Police  
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **21-40-ISP19-205**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school supplemented by two years of technical school with course work in electricity, electronics, and communications systems.

Illinois State Police  
Terri Barnosky, Chief Human Resources  
801 S. 7th Street, Suite 700-A  
Springfield, IL 62703  
[ISP.JobPostings@illinois.gov](mailto:ISP.JobPostings@illinois.gov)

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12/04/2019

Job Title: Office Associate - Opt SS2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC014  
Bid ID#: 21274

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; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786

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12/04/2019

Job Title: **Social Service Program Planner III**  
Agency: Human Services  
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time  
Salary: \$4,898.00 - \$7,392.00 monthly  
\$58,776.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-99-114736**

Requires working knowledge of the principles of government accounting, program budgeting, fiscal monitoring, reporting and program planning and evaluation. Requires the ability to exercise judgment and discretion in developing, interpreting, and implementing, departmental policies, procedures, and program specific requirements. Requires excellent oral and written communication skills. Requires a valid driver-s license. Requires ability to travel, including overnight

Agency Contact:  
Bureau of Employee Services  
Krissie Buss  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
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](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).



12/04/2019

Job Title: **Administrative Assistant I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 12/06/19 5:00 PM Central Time  
Salary: \$4,184.00 - \$6,218.00 monthly  
\$50,208.00 - \$74,616.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-72-114781**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires ability to read and write English proficiently. Requires ability to analyze information and provide concise, coherent reports. Requires extensive knowledge of accrediting and certification standards.

Agency Contact:  
Bureau of Employee Services  
**Ashley Moore**  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
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](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).



12/04/2019

## **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).