



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

1/30/2018



Job Title: **Assistant Directors for Academic Affairs**
Agency: Illinois Board of Higher Education
Closing Date/Time: Thu. 02/15/18 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Bid ID#: **0**

The Illinois Board of Higher Education (IBHE), located in Springfield, is currently accepting applications for two full-time Assistant Directors for Academic Affairs. Both positions provide direct support to the Deputy Director and Senior Associate Director for Academic Affairs in the areas of institution approval and program approval for independent and public colleges and universities granting degrees in Illinois, as well as initiatives to advance statewide goals.

Work Hours: 37.5 hours per week, Monday through Friday
Location: 1 N. Old State Capitol Plaza, Suite #333, Springfield, IL 62701
Web Site: www.ibhe.org
Agency Contact: Karen Helland (217) 557-7358

1/30/2018



Job Title: **Public Service Administrator - Opt 6C**
Agency: Public Health
Closing Date/Time: Fri. 02/09/18 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDPH 62-18-0218**

Under general direction, performs highly complex data management functions and assignments pertaining to surveillance, needs assessment and planning activities. Uses expertise in database design and management, statistical methods and computer programming to coordinate database development, integration, and use for production of local and state Women's and Families health needs assessments, program evaluations, and routine surveillance activities.

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

1/30/2018



Job Title: **Employment Security Program Representative - Opt SS (Upward Mobility Target Title) Joliet**

Agency: Employment Security

Closing Date/Time: Fri. 02/09/18 11:59 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 11928**

Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors; adjudicates minor benefit claim issues. Through the use of the IL Labor Exchange system, matches candidates to job openings, provides referrals, placement and follow-up services on available job orders or training programs; processes and extracts data using automated data systems; refers clients with complex issues and service needs to the appropriate office or partner staff; establishes and maintains activity reports. As needed, performs these duties for assigned worksites within the service delivery area, other than the primary assigned office. Provides interpretive services for Spanish speaking clients.

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

1/30/2018



Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/09/18 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS3785**

Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

1/30/2018



Job Title: **Human Resource Assistant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **225**

EDUCATION AND EXPERIENCE: An Associate's degree in human resources, business administration, or a related field and a minimum of two years experience in office support, preferably in a human resources or legal office environment. Experience may be substituted for the education.

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

Barbara Black
(217) 524-6429

1/30/2018



Job Title: **Information Systems Analyst II - Opt S**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Fri. 02/09/18 5:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DoIT 17480**

Under administrative direction, performs complex professional and advisory functions in Mainframe Systems Software, exercising substantial creativity and originality to reach the final objective; researches, plans, installs, implements, configures, documents, maintains, communicates, coordinates in relationship to software and operating systems, lifting equipment weighing up to 30 pounds; performs diagnostics and resolution of system software problems, and responds to calls for assistance regarding the more complex situations; develops complex and sophisticated interface functions, between software and servers; serves as a project coordinator providing advice and guidance to equivalent or lower professionals for complex assignments.

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
217-557-3337
217-524-6629 Fax

1/30/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Tue. 02/13/18 11:59 PM Central Time
Salary: \$3,116.00 - \$8,301.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-44-103816**

Under administrative direction, serves as the Residential Services Program Manager at the Illinois Center for Rehabilitation and Education - Roosevelt, Division of Rehabilitation Services, Department of Human Service. Plans, organizes, implements, controls and evaluates through subordinate supervisors, a comprehensive residential care program for children with orthopedic and neurological disabilities in a 5 day per week residential environment. Recommends policy and procedure to the Nursing/Residential Services Administrator and the Superintendent to ensure compliance with all legal and regulatory mandates for the operation of residential environments. Works with outside agencies to enhance services to students, ensure student safety, and students' experiential learning environment.

ATTN: Benjamin Davis

312/433-3147 - Voice
312/433-3056 - Fax

1/30/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Thu. 02/08/18 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#: **LOT 17477**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 101 which encompasses the Bellwood, Melrose Park, Forest Park, Elmwood Park, Franklin Park and River Forest areas; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

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

1/30/2018



Job Title: **Licensing Assistant**
Agency: Revenue
Closing Date/Time: Thu. 02/08/18 5:00 PM Central Time
Salary: \$2,934.00 - \$3,987.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **DOR 17430**

Under direct supervision, interviews visitors regarding complaints and liquor licensing requirements; answers basic questions regarding Illinois Liquor Control Commission (ILCC) rules and regulations which concern the Licensing Act; reviews, approves and issues Illinois Liquor licenses; reviews and approves brand registrations; assists with ILCC filing assignments; prepares reports on work performed.

Agency Contact:
Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110
Springfield, IL 62702
217-782-6239
217-782-9925 Fax

1/30/2018



Job Title: **Information Systems Analyst II - Opt M**
Agency: Revenue
Closing Date/Time: Thu. 02/08/18 5:00 PM Central Time
Salary: \$5,770.00 - \$8,773.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DOIT 17118**

DoIT Designated Position

Under administrative direction, performs complex professional and advisory functions within the Divisional Support Section. Serves as project coordinator; provides support and direction to other personnel in developing and maintaining micro computers, Local Area Networks (LANs) or integrated information processing systems and fourth generation programming languages; utilizes modern development methodologies in performing work assignments associated with structured activities performed in the lifecycle phases of an information processing system; performs high level analytical tasks required by the Department's standard operating procedures

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-9925 Fax

1/30/2018



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT SS**

Requires a Bachelor's degree. Requires ability to complete necessary coursework to obtain a Master's degree in specified time period. In addition to English, requires ability to communicate effectively in Spanish.

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).

1/30/2018



Job Title: **Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street
Chicago, IL 60602

Contact:
Human Resources
312-814-1789

1/30/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-81-101709**

Under administrative direction of the Hospital Administrator, serves as the Facility Medical Director with full responsibility for the administration of all medical/clinical and psychiatric care services provided by licensed medical staff including Radiology, EEG/EKG, Laboratory and other clinical services; plans administers and evaluates programs and services, the establishment and measurement of standards for services provided to recipients, the development and implementation of policies and directives and the recruitment and retention of medical staff personnel; serves as an active high ranking member of key facility management and treatment committees including the Hospital Executive Committee.

CONTACT INFORMATION:

Elgin Mental Health Center
Human Resource Office
750 S State St.
Elgin, IL 60123
847-742-1040, Ext. 2095; Fax: 847-429-4933

1/30/2018



Job Title: **Housing & Transition Liaison**
Agency: Aging
Closing Date/Time: Mon. 01/29/18 11:59 PM Central Time
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **AGE-17-12**

Education: Must possess a Master's degree in Urban Development and Planning or a related field with some related experience in housing or community development.

Experience: 5-10 years of experience in housing and community development. Must possess a demonstrated knowledge and understanding of all rules and regulations related to housing as it relates to Aging and persons with disabilities.

Must be able to travel.

Please apply to:
Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702

FAX: 217/557-4918

1/30/2018



Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Wed. 01/31/18 5:00 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: **RC063**

Bid ID#: **1813001-135193**

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions.

Contact: Karen Wagner
E-mail: Karen.A.Wagner@Illinois.gov
Address:
1911 S. Indiana, 9th FL
Chicago, IL 60616
Phone: 312-328-2461
Fax: 61312-328-2321

1/30/2018



Job Title: Office Associate - Opt 2
Agency: Human Rights Department
Closing Date/Time: Tue. 01/30/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 18-05

Requires the ability to multi-task, to work independently and efficiently. Requires the ability to communicate effectively both orally and in writing with a diverse population. Requires the ability to maintain cooperative working relationships. Requires proficient use of computer software for email, work processing and spreadsheets.

[Click Here for Applicant Information and Grading Procedures](#)

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).

1/30/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 01/31/18 11:59 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#: IDOC29-05-18-4780

Under direction of the Parole Supervisor (PSA) , independently performs a variety of complex, specialized clerical duties for an assigned area within the Northern Region Parole Offices; keyboards technical and complex reports and correspondence with specialized terminology; maintains files of violation reports, court cases, warrant dispositions and related reports; coordinates data input for Offender Tracking system; monitors and transmits electronic correspondence.

CONTACT INFO:

IL Dept. of Corrections / Parole
Attn: Christina Austin, HR Spec.
1301 Concordia Court
PO Box 19277
Springfield, IL 62794
christina.austin@illinois.gov

1/30/2018



Job Title: **Rehabilitation Case Coordinator I (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 01/31/18 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: **1**

Plan/BU: **RC014**

Bid ID#: **10-48-104277**

Under direct supervision, receives case management instruction necessary for coordination of client case records and documents in a field office pertaining to service delivery activities of the Department's vocational rehabilitation program. Performs routine clerical tasks in the maintenance of client case files, records and documentation in accordance with State, Federal and Agency rules, regulations, policies detailed procedures and current operating practices; monitors client case status and prepares annotated reports for counselor(s) action. Receives instruction and training in developing knowledge and skills necessary to deal with sensitive caseload. Receives training on and operates word processing and computer input terminal equipment. Participates and attends in service training activities.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/30/2018



Job Title: **Employment Security Program Representative
(Upward Mobility Target Title)**

Agency: Employment Security

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12010**

Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors; adjudicates minor benefit claim issues. Through the use of the IL Labor Exchange system, matches candidates to job openings, provides referrals, placement and follow-up services on available job orders or training programs; processes and extracts data using automated data systems; refers clients with complex issues and service needs to the appropriate office or partner staff; establishes and maintains activity reports. As needed, performs these duties for assigned worksites within the service delivery area, other than the primary assigned office.

1/30/2018



Job Title: **Civil Engineer VIII Engineer of Design & Environment**
Agency: Transportation
Closing Date/Time: Thu. 02/08/18 4:30 PM Central Time
Salary: \$7,955.00 - \$9,710.00 monthly
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42608**

This position is accountable for managing the Bureau of Design and Environment (BDE) which is responsible for developing statewide standards, specifications and policies for the design of a transportation network which provides for economical, smooth, safe, rapid and comfortable movement of people and goods within and through the state. This position is responsible for planning, directing and coordinating the activities of the bureau to ensure compliance with federal and state law which include developing transportation related policies, procedures, and standards; providing support services for district project development programs; preparing federal-aid program documents

A cover letter, resume and 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 **Thursday, February 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.

1/30/2018



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

Agency: Transportation

Closing Date/Time: Fri. 02/09/18 4:30 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **5**

Bid ID#: **IPR#42564**

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

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, February 9, 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.

1/30/2018



JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/30/2018



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.**

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>



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 II, 60601-3219

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

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

1/30/2018



- 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.