



**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

02/02/2018



Job Title: Auditor I (Financial and Compliance Audit Operations)  
Agency: Auditor General \*  
Closing Date/Time: Tue. 02/27/18 4:00 PM Central Time  
Salary: \$40,008.00 - \$44,004.00 annually  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 4  
Bid ID#: 012418c

Bachelor's degree or master's degree in accounting.

Strong conceptual, reading, communication, comprehension, interpersonal, and analytical skills.

Must be able to work as part of a team, take initiative, and meet deadlines.

To obtain an application, individuals may call (217) 782-6046 or TTY (888) 261-2887, e-mail us at [jdahlquist@auditor.illinois.gov](mailto:jdahlquist@auditor.illinois.gov), write to the above address, or download our application form on line at [www.auditor.illinois.gov](http://www.auditor.illinois.gov). Assistance in completing the application is available for applicants with disabilities.

02/02/2018



Job Title: Auditor I (Performance Audit Operations)  
Agency: Auditor General \*  
Salary: \$40,008.00 - \$44,004.00 annually  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 2  
Bid ID#: 012418p

Bachelor's degree in accounting, public administration, business administration, finance, political science or similar field.

Strong conceptual, reading, communication, comprehension, interpersonal, and analytical skills.

Must be able to work as part of a team, take initiative, and meet deadlines.

To obtain an application, individuals may call (217) 782-6046 or TTY (888) 261-2887, e-mail us at [jdahlquist@auditor.illinois.gov](mailto:jdahlquist@auditor.illinois.gov), write to the above address, or download our application form on line at [www.auditor.illinois.gov](http://www.auditor.illinois.gov). Assistance in completing the application is available for applicants with disabilities.

02/02/2018



Job Title: **Information Systems Analyst II - Opt A**  
Agency: State Retirement Systems  
Closing Date/Time: Wed. 02/07/18 4:30 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#: **50-74 8-0012**

Under administrative direction, performs complex advanced professional programmer/analysis functions for the agency's supported application systems; coordinates and conducts complex application development; conducts and coordinates in-depth technical research, feasibility studies and systems analysis to create system design; serves as project leader for complex projects; maintains and enhances existing applications systems; develops new major sub-systems including application interfaces, or special projects. Performs program development; prepares testing specifications, test script and test data for new or modified programs and/or systems.

**Applications may be faxed or mailed to:**

Kelley Gray  
State Retirement Systems  
2101 S. Veterans Parkway  
Springfield, IL 62704  
Phone - 217-785-7017  
Fax - 217-557-3943

02/02/2018



Job Title: Office Associate - Opt 2  
Agency: Public Health  
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IDPH 27-18-0220

Under direction, performs a variety of complex and specialized confidential processes regarding vital records; applies laws, regulations and agency policies necessary to process delayed birth and death records, amends birth and death records, creates new birth records and seals original files; makes independent judgment in making determinations on various important vital records and problems which do not involve deviation from established policies and procedures.

**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](mailto:DPH.HRApplications@illinois.gov)



02/02/2018



Job Title: **Public Service Administrator - Opt 7A**  
Agency: Revenue  
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB062**  
Bid ID#: **DOR 17338**

Under administrative direction, as an armed agent with full police powers, serves as the Criminal Investigative Manager for the Cook County offices; conducts inter-state and intra-state investigations of tax evasion, tax fraud or other overt or covert acts to circumvent laws administered by the Department; serves as a spokesperson for the Director and Division Manager when engaged in criminal investigations; provides advice and technical assistance to subordinates in resolving unusual or controversial issues; assigns cases and monitors to ensure necessary investigative steps are taken; develops operating policies and procedures; conducts or coordinates highly sensitive criminal investigative cases that are of a highly complex and/or controversial nature

**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

02/02/2018



Job Title: **Automotive Mechanic - Opt 2**  
Agency: Central Management Services  
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time  
Salary: \$4,239.00 - \$5,652.00 monthly  
Job Type: Full-Time  
Location: Morgan County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC045**  
Bid ID#: **CMS 17363**

Under direct supervision of the Central Garage Automotive Shop Supervisor, performs skilled mechanical repairs of medium/heavy duty trucks and/or off - road equipment (tractors, mowers, loaders, tractors, backhoes, stationary generators, drill rigs, strippers, stationary engines, sign boards, sweepers, chain saws, weed eaters, various small engines), employing standard trade practices and procedures well established in the automotive industry. Travels to remote IDOT sites such as Jacksonville (Morgan County), Virginia (Cass County) and Rushville (Schuyler County) performing repairs. Travels to the primary work location and arrives within 45 minutes to perform repairs. Inspects and performs major repair and maintenance to various systems and other components requiring service.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3093  
217-558-5943 Fax

02/02/2018



Job Title: Behavioral Analyst I (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Tue. 02/20/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-75-104290

Under general supervision of the Psychology Director, performs professional behavioral analysis and modification services for individuals with intellectual disabilities. Develops and implements behavior analysis programs; trains program delivery staff in behavior analysis techniques; develops program recommendations for inter-disciplinary or multi-disciplinary team review; serves as a member of the inter-disciplinary team. Provides habilitation programming for individuals with intellectual disabilities. Integrates facility and community based services to meet each individual's needs; writes programs and schedules, conducts in-service training to enhance staff understanding of and ability to provide active habilitation; serves on facility Human Rights Committee and Behavior Intervention Committee.

8:00 AM to 4:30 PM, Monday through Friday with one early shift; one late shift; and, one weekend day per month.

Contact:

Shapiro Personnel Office, 100 E. Jeffery St, Kankakee, IL 60901 (fax: 815-939-8560).



02/02/2018



**Job Title:** Medical Administrator II Option D - Opt 06  
**Agency:** Human Services  
**Closing Date/Time:** Fri. 02/16/18 5:59 PM Central Time  
**Salary:** \$10,441.00 - \$20,722.00 monthly  
**Job Type:** Full-Time  
**Location:** Kankakee County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** BBR  
**Bid ID#:** 10-75-104346

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

**Contact:**  
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560  
ATTN: PERSONNEL).

02/02/2018



**Job Title:** Public Service Administrator - Opt 6  
**Agency:** Healthcare & Family Services  
**Closing Date/Time:** Wed. 02/07/18 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#:** CS3794

Subject to management approval, plans, initiates, and conducts complex reviews of various aspects of the agency's Child Support Enforcement (CSS) program utilizing data recorded in the Key Information Delivery System (KIDS); researches current and proposed federal and state legislation and its impact on the Division of CSS; serves as liaison between the Division of CSS and the Circuit Clerks, the Attorney General's staff, the State's Attorneys, and legal representatives to assess the programmatic impact of client based litigation; researches and evaluates Division of CSS programs in delivery of services to targeted communities; consults with other department divisions regarding the consequences of initiatives upon client access to child support services programs; travels to attend meetings.

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

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

02/02/2018



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

Agency: Employment Security

Closing Date/Time: Wed. 02/14/18 5:00 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: **10**

Plan/BU: **RC062**

Bid ID#: **RCRA 12058**

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

**Non-State Employees:**

DO NOT APPLY DIRECTLY TO AGENCY CONTACT. FOLLOW PROCEDURES IN **HOW TO APPLY** IN SECTION BELOW.

**Questions related to Testing and Grading can be directed to: CMS at (217) 524-1321 or (312) 793-3565.**

02/02/2018



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 02/14/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: 02  
Plan/BU: RC062  
Bid ID#: 10-72-104388-104389

Under general direction, supervises, coordinates, schedules, assigns and reviews the work of direct care personnel in the provision of non-professional services, programs and activities for individuals served who are developmentally disabled on assigned unit; provides supervisory coverage in other units in the absence of that supervisor; assists supervisor and professional staff in the planning and implementation of habilitation programs; serves as a member of an Interdisciplinary Team assisting in the formulation and implementation of the Assessment/Habilitation Planning/Program and Service Implementation Process; coordinates and integrates shift routines/programs with those occurring on all shifts.

**AGENCY CONTACT:**  
**Alice M. Chambers**  
**Human Resources Representative**  
**Elisabeth Ludeman Center**  
**114 N. Orchard Drive**  
**Park forest, IL 60466**  
**708-283-3015**

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

02/02/2018



Job Title: **Senior Public Service Administrator - Opt 7**  
Agency: State Police  
Closing Date/Time: Wed. 02/14/18 4:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **21-31-ISP18-024**

Subject to management approval, performs highly responsible professional duties as a deputy laboratory director of a large metropolitan-regional forensic science laboratory. Supervises staff assigned to the forensic science laboratory. Ensures that the highest level of quality case analysis and output are maintained.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217



02/02/2018



Job Title: **Forensic Science Administrator II**  
Agency: State Police  
Closing Date/Time: Wed. 02/14/18 4:00 PM Central Time  
Salary: \$6,831.00 - \$10,159.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP18-018**

Under direction of the Director of Training, functions as the Forensic Biology Section trainer-instructor, designs comprehensive structured training programs for Forensic Scientist Trainees and Forensic Scientists assigned to the training program for retraining. Provides technical assistance and in-service training in new or revised techniques to all members of the section. Serves as a liaison between the command and the UIC Forensic Science Program in the College of Pharmacy and the Criminal Justice Department.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

02/02/2018



Job Title: **Forensic Science Administrator I**  
Agency: State Police  
Closing Date/Time: Wed. 02/14/18 4:00 PM Central Time  
Salary: \$6,408.00 - \$9,467.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP18-016**

Under direction, performs technical and supervisory duties as the group supervisor of the Forensic Science Center at Chicago Firearms/Toolmark Unit.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

02/02/2018



Job Title: **Forensic Science Administrator III**  
Agency: State Police  
Closing Date/Time: Wed. 02/14/18 4:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP18-020**

Subject to management approval, performs highly responsible professional duties as the Biochemistry Section Chief at a large metropolitan forensic science laboratory. Through the group supervisors, is responsible for the supervision of forensic biology and DNA analysts assigned to the forensic science laboratory. Maintains the highest level of quality control in all analytical techniques and procedures.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

02/02/2018



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.

ATTN: Benjamin Davis

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

02/02/2018



Job Title: **Child Protection Specialist - Spanish Speaking**  
Agency: Children & Family Services  
Closing Date/Time: Tue. 02/13/18 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: **RC062**  
Bid ID#: **1849004-497924**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

**Agency Contact:** Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 W. Roosevelt, 2nd Fl  
Chicago, IL 60608

Phone: 312/814-3775 Fax: 312/814-1224 Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)



02/02/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Tue. 02/13/18 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: **RC062**  
Bid ID#: **1849005-499610**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy.

SUBMIT BIDS TO:  
**Tracey Hardrick, Personnel Liaison**  
**Bureau of Operations - Cook**  
**2020 W. Roosevelt, 2nd Floor**  
**Chicago, Illinois 60608**  
**Phone: 312/814-3775**  
**Fax: 312/814-1224**  
**Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)**

02/02/2018



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](mailto: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.

02/02/2018



Job Title: **Revenue Collection Officer Trainee**  
Agency: Revenue  
Closing Date/Time: Thu. 02/08/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Williamson County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17437**

Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collector I; completes assignments of increasing difficulty under close supervision of a higher level collector. Travels in the performance of job duties.

**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

02/02/2018



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

02/02/2018



## **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.LASHAWNFORDD.COM](http://WWW.LASHAWNFORDD.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFORDD.COM](mailto:WORKFORCE@LASHAWNFORDD.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
  -



**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](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

02/02/2018



- 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.