



**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

03/11/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Thu. 03/15/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1815011-156651

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires working knowledge of legal, social, and medical terminology.

**Contact:** Frances Cunningham Phone: (312) 814-5987 Fax: (312) 814-5986

**Email:** Frances. [cunningham@illinois.gov](mailto:cunningham@illinois.gov)

**Mailing Address:** 100 W. Randolph, Chicago, IL 60601

03/11/2018



Job Title: **Executive I - Opt J2**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Thu. 03/15/18 11:59 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **17636**

Under general direction, organizes, plans, and controls the operations of state-wide Vehicle Fleet Program for the Department of Financial and Professional Regulation, administered by the Division of Administrative Services. Writes, develops, and evaluates policy as it affects the department when establishing operating policies, practices and procedures relative to vehicles. Maintains vehicle database. Serves as the Property Control liaison for Cook County facilities. Serves as working supervisor. Serves as backup for the Telecommunications Coordinator. Attends trainings and travels as needed.

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

03/11/2018



Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time  
Salary: \$3,492.00 - \$5,141.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-81-104643

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires ability to administer emergency first aid and CPR. Requires a valid Illinois drivers license.

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

**Bid Forms and Applications can be mailed to the address above OR  
Faxed to: 847-429-4933**

03/11/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-66-104800**

Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to communicate effectively both verbally and in writing skills. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Agency Contact:  
Kerri Bresley, HR/LR Administrator  
SODC Operations Region 2  
1120 Washington Ave  
Dixon, IL 61021  
Phone ~ (815)288-8345  
Fax ~ (815)288-8321  
[kerri.bresley@illinois.gov](mailto:kerri.bresley@illinois.gov)

03/11/2018



Job Title: **Forensic Scientist Trainee - Opt A**  
Agency: State Police  
Closing Date/Time: Tue. 03/13/18 4:00 PM Central Time  
Salary: \$4,167.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Plan/BU: **RC062**  
Bid ID#: **21-31-ISP18-044**

Requires a Bachelor's degree in natural science or forensic science.

Work Location:  
Illinois State Police  
Statewide Training - Forensic Science Center at Chicago  
1941 W. Roosevelt Road  
Chicago, IL

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

03/11/2018



Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Tue. 03/13/18 5:00 PM Central Time  
Salary: \$4,248.00 - \$8,061.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: IDJJ27-10-18-0014

Under general supervision of the Principal (PSA) instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

**CONTACT:**

Melissa Stewart, HR Manager  
2715 W. Monroe  
Springfield, IL 62704  
(217) 557-4021 (desk)  
(217) 557-1107 (fax)

03/11/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Tue. 03/13/18 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: **GB063**  
Bid ID#: **10-97-104759**

Requires knowledge, skill and mental development equivalent to completion of four years' college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Please forward applications to:  
Hillary Vassmer  
Bureau of Employee Services  
100 South Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-3826  
[Hillary.Vassmer@Illinois.gov](mailto:Hillary.Vassmer@Illinois.gov)



03/11/2018



Job Title: **Environmental Protection Specialist Iv**  
Agency: Environmental Protection Agency  
Closing Date/Time: Wed. 03/14/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **14-0031**

Under general direction of the Northern, Central and Southern Monitoring Unit Manager, Surface Water Section, in the Division of Water Pollution Control/Bureau of Water, serves as Lead Worker to the specialist staff in the Northern Region, and is responsible for water quality and biological monitoring activities; serves as technical advisor for the design and analysis of monitoring data; provides interpretations and reports of complex chemical, physical, and biological data; travels in performance of duties.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
Phone: 217/785-1745  
Fax: 217/524-6907

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>

03/11/2018



Job Title: **Student Intern**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 04/30/18 11:59 PM Central Time  
Salary: \$1,346.00 - \$2,848.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Bid ID#: **PS0070**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and the general public.

Contact Person:  
Leslie Rusciollelli  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

[Leslie.Rusciollelli@Illinois.gov](mailto:Leslie.Rusciollelli@Illinois.gov)

03/11/2018



Job Title: **Automotive Mechanic - Opt 1**  
Agency: Central Management Services  
Closing Date/Time: Fri. 03/16/18 5:00 PM Central Time  
Salary: \$4,239.00 - \$5,652.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC045**  
Bid ID#: **CMS 17680**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Requires a valid Commercial Driver's License - Class B. Requires the ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires the ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires the ability to make work activity reports.

**Agency Contact:**

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

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

03/11/2018



Job Title: **Child Protection Specialist - Opt SS**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 03/16/18 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#: **1848008-488226**

Under direction of the team supervisor, receives and investigates reports of child abuse involving allegations of sexual abuse; 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.

**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)**

03/11/2018



Job Title: **Executive I - Opt J2**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Thu. 03/15/18 11:59 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **17636**

Under general direction, organizes, plans, and controls the operations of state-wide Vehicle Fleet Program for the Department of Financial and Professional Regulation, administered by the Division of Administrative Services. Writes, develops, and evaluates policy as it affects the department when establishing operating policies, practices and procedures relative to vehicles. Maintains vehicle database. Serves as the Property Control liaison for Cook County facilities. Serves as working supervisor. Serves as backup for the Telecommunications Coordinator. Attends trainings and travels as needed.

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

03/11/2018



Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time  
Salary: \$3,492.00 - \$5,141.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-81-104643

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires ability to administer emergency first aid and CPR. Requires a valid Illinois drivers license.

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

**Bid Forms and Applications can be mailed to the address above OR  
Faxed to: 847-429-4933**

03/11/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-66-104800**

Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to communicate effectively both verbally and in writing skills. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Agency Contact:  
Kerri Bresley, HR/LR Administrator  
SODC Operations Region 2  
1120 Washington Ave  
Dixon, IL 61021  
Phone ~ (815)288-8345  
Fax ~ (815)288-8321  
[kerri.bresley@illinois.gov](mailto:kerri.bresley@illinois.gov)

03/11/2018



Job Title: **Human Services Caseworker (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **20**

Plan/BU: **RC062**

Bid ID#: **10-91-104680-83; 104685-700**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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

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



03/11/2018



Job Title: **Forensic Scientist Trainee - Opt A**  
Agency: State Police  
Closing Date/Time: Tue. 03/13/18 4:00 PM Central Time  
Salary: \$4,167.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Plan/BU: **RC062**  
Bid ID#: **21-31-ISP18-044**

Requires a Bachelor's degree in natural science or forensic science.

Work Location:  
Illinois State Police  
Statewide Training - Forensic Science Center at Chicago  
1941 W. Roosevelt Road  
Chicago, IL

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

03/11/2018



Job Title: **Educator - Opt C**  
Agency: Juvenile Justice  
Closing Date/Time: Tue. 03/13/18 5:00 PM Central Time  
Salary: \$4,248.00 - \$8,061.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0014**

Under general supervision of the Principal (PSA) instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

**CONTACT:**

Melissa Stewart, HR Manager  
2715 W. Monroe  
Springfield, IL 62704  
(217) 557-4021 (desk)  
(217) 557-1107 (fax)

03/11/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Tue. 03/13/18 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: **GB063**  
Bid ID#: **10-97-104759**

Requires knowledge, skill and mental development equivalent to completion of four years' college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Please forward applications to:  
Hillary Vassmer  
Bureau of Employee Services  
100 South Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-3826  
[Hillary.Vassmer@Illinois.gov](mailto:Hillary.Vassmer@Illinois.gov)

03/11/2018



Job Title: **Environmental Protection Specialist Iv**  
Agency: Environmental Protection Agency  
Closing Date/Time: Wed. 03/14/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **14-0031**

Under general direction of the Northern, Central and Southern Monitoring Unit Manager, Surface Water Section, in the Division of Water Pollution Control/Bureau of Water, serves as Lead Worker to the specialist staff in the Northern Region, and is responsible for water quality and biological monitoring activities; serves as technical advisor for the design and analysis of monitoring data; provides interpretations and reports of complex chemical, physical, and biological data; travels in performance of duties.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
Phone: 217/785-1745  
Fax: 217/524-6907

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>

03/11/2018



Job Title: **Student Intern**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 04/30/18 11:59 PM Central Time  
Salary: \$1,346.00 - \$2,848.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Bid ID#: **PS0070**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and the general public.

Contact Person:  
Leslie Rusciollelli  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

[Leslie.Rusciollelli@Illinois.gov](mailto:Leslie.Rusciollelli@Illinois.gov)

03/11/2018



Job Title: **Automotive Mechanic - Opt 1**  
Agency: Central Management Services  
Closing Date/Time: Fri. 03/16/18 5:00 PM Central Time  
Salary: \$4,239.00 - \$5,652.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC045**  
Bid ID#: **CMS 17680**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Requires a valid Commercial Driver's License - Class B. Requires the ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires the ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires the ability to make work activity reports.

**Agency Contact:**

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

03/11/2018



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

03/11/2018



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



o

**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?
  - o Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.

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>

03/11/2018



- 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.
  - 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.