



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

03/13/2018



Job Title: **Human Resources Associate - Opt 2**
Agency: Human Services
Closing Date/Time: Mon. 03/26/18 4:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-73-104845**

Requires knowledge, skill and mental development equivalent to two years of college or satisfactory completion of an approved training program. Requires ability to type accurately.

Please submit CMS 100 applications to:
Jennifer Gunnon
Human Resources/Labor Relations Director
Jack Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)
Jennifer.gunnon@illinois.gov

03/13/2018



Job Title: **Senior Public Service Administrator - Opt 6 (Clinical & Behavioral Services Director)**

Agency: Human Services

Closing Date/Time: Mon. 03/26/18 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: **TA000**

Bid ID#: **10-72-104838**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in social or human services field. Prefers a Master's Degree in Social Work or Psychology or a related field such as Behavioral Analysis. Requires four years progressively responsible administrative experience in a Mental Health or Developmental Disabilities organization. Requires thorough knowledge of behavior analysis principles. Requires thorough knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

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

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

03/13/2018



Job Title: **Procurement Systems Specialist**
Agency: Executive Ethics Commission
Closing Date/Time: Mon. 03/26/18 4:30 PM Central Time
Salary: \$3,958.00 - \$5,000.00 monthly
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **00000-292**

Essential

- Requires a bachelor level degree from an accredited college or university, preferably with courses in public administration, business administration, communications, management, management information systems, operations management, procurement, or other disciplines related to responsibilities of the procurement systems specialist. Equivalent degree or non-degree education, or education plus relevant professional experience may be considered.

How to Apply

Applicants should send the following to the address above by **4:30pm on Monday, March 26, 2018**:

- A cover letter identifying the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- A detailed resume.

Applicants may also submit required information via email to Rebecca.Shuster@illinois.gov.

03/13/2018



Job Title: **Chief State Steward - Harness**
Agency: Illinois Racing Board
Closing Date/Time: Mon. 03/26/18 5:00 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IRB 17743**

College degree preferred with an emphasis in racetrack management or equine/animal science. Excellent writing and speaking skills a must. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Requires accreditation from Racing Officials Accreditation program or five years experience as a Steward. Requires as least one year of experience as a harness Steward. Requires familiarity with the administrative rules and statute. Requires five plus years of supervisory or management experience. Requires proficiency in Microsoft Office Software.

Agency Contact:
Human Resources
100 W. Randolph; 5-700
Chicago, IL 60601
312-814-2600
312-814-5062 Fax

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

03/13/2018



Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Natural Resources
Closing Date/Time: Mon. 03/26/18 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: DeWitt County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **12-32-5405**

Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience; working knowledge of accounting techniques; working knowledge of office accounting machines.

WHERE TO APPLY

Department of Natural Resources
Attn: Ryan Prehn
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-558-8950

03/13/2018



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

03/13/2018



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: Sangamon County, Illinois
Number of Vacancies: **15**
Bid ID#: **PS0069**

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 general public.

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

Leslie.Rusciollelli@illinois.gov

03/13/2018



Job Title: **Internal Security Investigator I**
Agency: Human Services
Closing Date/Time: Thu. 03/22/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-72-104854/104853**

Under the general supervision of the Center Director or his/her designee, conducts responsible and confidential investigative work into violations of health care statues on a center-wide basis; compiles and analyzes facts pertaining to cases under investigation; completes investigations and prepares reports summarizing such activities; drafts recommendations for corrective measures resulting from investigations which have a center-wide impact. Travels in the performance of duties.

Contact Person:
Alice M. Chambers
Human Resources Representative
Ludeman Center
114 N. Orchard Dr.
Park Forest, IL 60466
Phone: (708) 283-3014
Fax: (708) 283-3015
Email: Alice.Chambers@illinois.gov.

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

03/13/2018



Job Title: Office Associate - Opt 2
Agency: Juvenile Justice
Closing Date/Time: Fri. 03/23/18 4:30 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#: IDJJ27-00-17-0007

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to accurately type 45 words per minute.

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).

03/13/2018



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Thu. 03/22/18 4:00 PM Central Time**
Salary: **\$4,904.00 - \$7,396.00 monthly**
Job Type: **Full-Time**
Location: **Henry County, Illinois**
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC-29-67-18-0047**

Under supervision of the Shift Supervisor, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of offenders; monitors compliance with Department Rules, Administrative Directives and Institutional Policies.

Contact:

Shannon McDermott, Human Resources Representative
Kewanee Life Skills Re-Entry Center
2021 Kentville Rd.
Kewanee, IL 61443

309-852-4601 ext 1013

309-852-4617 fax

Email: shannon.mcdermott@illinois.gov

03/13/2018



Job Title: Office Administrator III - Opt 2
Agency: Corrections
Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time
Salary: \$3,240.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-00-18-0088

Under direction of the Central Screening Manager, (PSA), supervises staff in the performance of a variety of complex, specialized clerical functions. Reviews and projects unit workload. Plans and coordinates in-service training for current and new employees. Interprets policies and procedures for use by employees. Types correspondence, reports and various documents.

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

03/13/2018



Job Title: **Disaster Services Planner**
Agency: Emergency Management Agency
Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **50-17-IEMA18-017**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with coursework in planning, business or public administration. Requires two (2) years of professional experience in various planning areas, such as regional, urban or management planning. Requires ability to travel. Requires working knowledge of the manner in which state and local governments function. Requires working knowledge of basic statistical methods, graphics and report preparation.

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

03/13/2018



Job Title: **Re-Entry Program Coordinator - Personal Services Contract**

Agency: Corrections

Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time

Salary: \$35,000.00 - \$45,000.00 annually

Job Type: Temporary

Location: Logan County, Illinois

Number of Vacancies: **1**

Bid ID#: **IDOC29-PSC-18-1111**

Coordinate and manage daily operations of the Females in Transition (FIT) transitional/re-entry program. Coordinate and manage pre-release programming. Coordinate staff training opportunities. Evaluate the effectiveness of program implementation and impact. Supervise staff. Maintain small caseload of pre-release transitional services program participants.

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

03/13/2018



Job Title: **Accounting Specialist**
Agency: Comptroller *
Closing Date/Time: Fri. 03/23/18 5:00 PM Central Time
Salary: \$2,304.00 - \$4,583.33 monthly
\$27,648.00 - \$55,000.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **18-008**

Under the direction of the Funds, Receipts and Collections Unit Supervisor the Accounting Specialist will primarily assist with daily operation of the Involuntary Withholding program. The Accounting Specialist will be required to respond to debtor and state agency phone calls, emails and written correspondence. They will be responsible for providing support to State Agencies and Universities with IDROP (Illinois Debt Recovery Offset Portal) questions. This position also assists with processing the daily receipt transactions

Contact:

Office of Human Resources
325 W. Adams Street
Springfield, IL 62704
217/785-1102

03/13/2018



Job Title: **Senior Public Service Administrator - Opt 6 (Clinical & Behavioral Services Director)**

Agency: Human Services

Closing Date/Time: Mon. 03/26/18 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: **TA000**

Bid ID#: **10-72-104838**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in social or human services field. Prefers a Master's Degree in Social Work or Psychology or a related field such as Behavioral Analysis. Requires four years progressively responsible administrative experience in a Mental Health or Developmental Disabilities organization. Requires thorough knowledge of behavior analysis principles. Requires thorough knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

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

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

03/13/2018



Job Title: **Human Resources Associate - Opt 2**
Agency: Human Services
Closing Date/Time: Mon. 03/26/18 4:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-73-104845**

Requires knowledge, skill and mental development equivalent to two years of college or satisfactory completion of an approved training program. Requires ability to type accurately.

Please submit CMS 100 applications to:
Jennifer Gunnon
Human Resources/Labor Relations Director
Jack Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)
Jennifer.gunnon@illinois.gov

03/13/2018



Job Title: **Administrative Secretary**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$34,911.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **230**

EXPERIENCE AND SKILL REQUIREMENTS: Individual must have a Bachelor's Degree. Candidates must possess excellent oral and written communication skills; a high degree of critical and analytical abilities, judgment, and diplomacy skills; ability to transcribe dictation of legal work product and correspondence by attorney staff or judges, incorporate revisions, and draft and prepare interoffice correspondence for such individuals. Ability to work independently and/or as part of a team; handle confidential materials; to prioritize duties/tasks and have an interest in law. Must be proficient in the operation and use of computer systems and software applications. Ability to sit for extended periods of time.

8:30 a.m. - 4:30 p.m
Fourth District Appellate Courthouse
201 West Monroe Street
Springfield, IL 62794

Shirley Wilgenbusch
(217) 558-6789

03/13/2018



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**

Requires an Illinois license to practice medicine and American Specialty Board Certification or its equivalent in Psychiatry. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

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

03/13/2018



Job Title: **Assistant Inspector General**
Agency: Executive Inspector General *
Salary: \$4,167.00 - \$6,667.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **3292016**

POSITION SUMMARY: Under management direction of the Deputy Inspector General and/or Deputy Inspector General and Chief, serves as Assistant Inspector General. The incumbent is responsible for drafting final summary reports for investigative cases conducted by the Office of Executive Inspector General (OEIG) under the auspices of the State Officials and Employees Ethics Act, conducting or assisting with research relating to legal, investigative, disciplinary, and other relevant issues. This position involves working with information 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 West Washington Street
Chicago, IL 60602

Contact
Human Resources
312.814.1789

03/13/2018



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
217-557-3022 Fax

03/13/2018



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**

03/13/2018



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03/13/2018



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.

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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

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



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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

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03/13/2018



- 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.