



**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

03/26/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Thu. 04/05/18 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Effingham County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **1838006-388992**

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; 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.

Brenda Hart  
DCFS Southern Region Personnel Liaison  
10 Collinsville Ave, Room 301  
East St. Louis, IL 62201  
Phone: 618-583-2135  
Fax: 618-583-2059  
Email: [Brenda.Hart@Illinois.gov](mailto:Brenda.Hart@Illinois.gov)

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>

03/26/2018



Job Title: Office Associate - Opt 2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Thu. 04/05/18 11:59 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#: 17725

Under direct supervision, independently performs a wide variety of complex clerical duties in the Consumer Credit Section. Types letter, memoranda, reports, responses to inquiries, lists, records and legal forms. Types complex exam reports completed by field examiners. Provides clerical support duties such as answering phones; answering routine inquiries; greeting and routing visitors; filing; preparing bulk mailings; receiving, date stamping and distributing incoming mail.

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

03/26/2018



Job Title: **Correctional Sergeant (WICC)**  
Agency: Corrections  
Closing Date/Time: Fri. 04/06/18 3:00 PM Central Time  
Salary: \$4,161.00 - \$6,139.00 monthly  
Job Type: Full-Time  
Location: Brown County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDOC-29-99-18-0649**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security, and custodial measures.

**Contact:**

Emily Lerch - Human Resources Representative  
Western Illinois Correctional Center  
2500 Route 99 South  
Mt. Sterling, IL 62353  
[Emily.C.Lerch@illinois.gov](mailto:Emily.C.Lerch@illinois.gov)  
217-773-4441 ext. 250  
217-773-2202 fax

03/26/2018



Job Title: **Correctional Counselor I (Upward Mobility Target Title)**

Agency: **Corrections**

Closing Date/Time: **Fri. 04/06/18 4:00 PM Central Time**

Salary: **\$4,046.00 - \$5,448.00 monthly**

Job Type: **Full-Time**

Location: **Macon County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **IDOC-29-61-18-150**

Under direct supervision of the Correctional Casework Supervisor, provides beginning level professional services to established caseload of offenders; provides input into the planning and coordinating offender services; provides input into the orientation of new offenders. Processes routine reports; participates in recommending and reviewing treatment plans; assists in developing and implementing reentry assessment goals; receives formal and on-the-job training for increased responsibilities and job proficiency.

Position # 09661-29-61-260-11-02

**AGENCY CONTACT:**

Becky Frost, Human Resources Representative  
Decatur Correctional Center  
2310 East Mound Road, P.O. Box 3066, Decatur IL 62524  
[becky.frost@illinois.gov](mailto:becky.frost@illinois.gov)  
217-877-0353 Ext. 424



03/26/2018



Job Title: **Cook II (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time  
Salary: \$17.84 - \$22.75 hourly  
\$1,427.13 - \$1,820.23 biweekly  
\$3,104.00 - \$3,959.00 monthly  
\$37,248.00 - \$47,508.00 annually  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-82/105193**

Under general supervision of the Dietary Manager, serves as lead worker to lower level cooks; monitors prepares, cook and distributes the daily meal (s) (breakfast and lunch) to the facility residents; operates standard cooking equipment in food preparation, assists in serving of food and participates in the testing of new types of cooking equipment and new recipes.

Valarie Laird  
Madden Mental Health Center  
1200 S First Ave  
Hines, IL. 60141

Fax# 708-338-7078

03/26/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 04/05/18 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#: **1849016-490232**

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)**

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>

03/26/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 04/05/18 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#: **1848012-487882**

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.

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**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)**

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



03/26/2018



Job Title: **Data Analyst - NON-CODE/PSC**  
Agency: Human Services  
Closing Date/Time: Thu. 04/05/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-18-052 - PSC**

Serves as a lead analyst within the Office of Innovation, Strategy and Performance. Under the direction of the Chief Strategy and Innovation Officer and the Manager for Performance Management to work with all IDHS divisions on program analysis and advanced analytics, including cross-system / division / bureau data integration work, to inform IDHS executives in program / policy decisions and approaches. Specialized analytical skills will be particularly important including predictive analytics, machine learning, data visualization, and other "big data" skill sets that can applied to public policy and IDHS programming.

A civil service grade from Central Management Services is not required.

This is NOT a permanent position. This is a **PERSONAL SERVICE CONTRACT**, which **expires June 30, 2018**.

Please submit a resume and/or [CMS 100 Employment Application](#) to [Matt.coyne@illinois.gov](mailto:Matt.coyne@illinois.gov)

03/26/2018



Job Title: **Correctional Counselor II**  
Agency: Corrections  
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time  
Salary: \$4,338.00 - \$6,591.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC29-82-18-0335**

Under general supervision of the Correctional Casework Supervisor, provides professional counseling and guidance services to an assigned caseload; manages caseload and conducts appointed rounds in living unit; documents all encounters; serves as a member of various institutional committees; serves as a liaison between inmates and inter/external sources; conducts preliminary parole violation hearing and notice of charges hearing.  
Position Number: 09662-29-82-230-10-01

CONTACT: Elizabeth Mullin, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
PHONE: (815) 727-3607 extension 5581  
FAX: (815) 727-0838

03/26/2018



Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **L-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

03/26/2018



Job Title: **TM IV Plan Manager**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42684**

This position reviews federal and departmental policies governing transportation enhancements and develops program guidelines and criteria that meet requirements for implementation of the Illinois Transportation Enhancement Program (ITEP). This position analyzes, evaluates and makes funding recommendations for candidate ITEP projects submitted by local governmental agencies and ensures compliance with the Grant Accountability and Transparency Act (GATA).

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, March 30, 2018**, 4:30 p.m.

03/26/2018



Job Title: **Veterans Employment Representative I - Opt 2**  
Agency: Employment Security  
Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12079**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires other than dishonorable discharge from the Armed Services of the United States and **requires a qualified Service-Connected disability.**

**WHERE TO APPLY:**

IDES Recruitment & Selection  
607 E. Adams Street - 8th Floor  
Springfield, IL 62701  
Attn: Don Motley  
Phone: 217-524-2980  
Fax: 217-524-3472



03/26/2018



Job Title: **Mental Health Technician Trainee /Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **13**

Plan/BU: **RC009**

Bid ID#: **10-72-105023-105035**

**Mental Health Technician Trainee**

Under immediate supervision, completes classroom and on-the-job training. Performs beginning level direct care functions in the care and habilitation of individuals with developmental disabilities, on assigned unit under supervision of the Residential Services Supervisor during trainee period.

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017

03/26/2018



Job Title: **Executive Secretary III - Opt 2**  
Agency: Public Health  
Closing Date/Time: Thu. 03/29/18 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: **RC014**  
Bid ID#: **IDPH 40-16-0087**

Subject to management approval performs highly responsible administrative secretarial work for the Deputy Director for the Office of Health Care Regulation; Composes and types correspondence of highly complex and confidential nature. Proofs for form, grammar, and spelling. Conducts complex projects and studies by gathering, reviewing and completing assigned projects. Takes telephone messages, and screens calls for the Deputy Director.

**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)

03/26/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 03/29/18 11:59 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: **GB010**  
Bid ID#: **GC0066**

Requires knowledge, skill and mental development equivalent to graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years of professional experience in the practice of law or in the conduct of judicial or quasi-judicial hearings; requires thorough knowledge of substantive law and general knowledge of accounting.

Location:  
Office of General Counsel  
Bureau of Administrative Hearings  
69 W Washington, 4th Floor  
Chicago, Illinois 60607 (Cook County)

Agency Contact:  
Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

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>

03/26/2018



Job Title: **Office Associate - Opt SS1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 03/29/18 11:59 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **GC0067**

Under general supervision, performs a variety of responsible clerical duties, serves as unit receptionist; responds to inquiries from callers and visitors in Spanish for individuals who speak Spanish but do not speak or understand English; receives, date stamps, and distributes office mail; reviews, updates, and submits for data entry material such as case jackets, trip sheets, withdrawals, and other documents; drafts weekly and monthly reports.

Agency Contact:  
Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)

03/26/2018



Job Title: **TM V Sign Shop Manager**  
Agency: Transportation  
Closing Date/Time: Tue. 03/27/18 4:30 PM Central Time  
Salary: \$6,020.00 - \$10,210.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42679**

This position is accountable for managing District Sign Shop Operations, which install and maintain pavement marking and signs and prepare special panels and structural materials for the operation and maintenance of freeway signing.

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 **Tuesday, March 27,**



03/26/2018



Job Title: ET III Resident Technician/Inspector  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$3,840.00 - \$5,308.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: 3  
Plan/BU: PM-00  
Bid ID#: IPR#42696

This position is accountable for the layout, inspection, and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Resident Technician on major construction 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, March 30, 2018**, 4:30 p.m.

03/26/2018



Job Title: **TM IV Database GIS Specialist**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42493**

This position is accountable for development, operation and continuing appraisal of all Geographic Information System (GIS) applications in the Bureau of Programming, Program Development and Program Management Sections. Most of these applications will use data from a comprehensive project information system, Windows Program Planning System (WPPS), and other bureau applications including the Performance Based Project Prioritization (PBP) System that uses GIS files and Excel spreadsheets. Users of these applications are Office of Highways Project Implementation staff.

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, March 30, 2018**, 4:30 p.m.

03/26/2018



Job Title: **Stationary Engineer - Assistant Chief**  
Agency: Central Management Services  
Closing Date/Time: Wed. 03/28/18 5:00 PM Central Time  
Salary: \$8,559.06 - \$8,901.84 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 17758**

Under general direction, plans and directs all phases of the physical plant operations for the efficient operation and maintenance for the Central & Southern Region, Illinois Department of State Police (ISP) District 6 Headquarters in Pontiac, ISP Ashkum, Metamora & Macomb Offices, Peoria CMS Regional Building and other client agency facilities within the region.

**Agency Contact:**

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

03/26/2018



Job Title: **TM IV Plan Manager**  
Agency: Transportation  
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42684**

This position reviews federal and departmental policies governing transportation enhancements and develops program guidelines and criteria that meet requirements for implementation of the Illinois Transportation Enhancement Program (ITEP). This position analyzes, evaluates and makes funding recommendations for candidate ITEP projects submitted by local governmental agencies and ensures compliance with the Grant Accountability and Transparency Act (GATA).

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, March 30, 2018**, 4:30 p.m.

03/26/2018



## 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

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  
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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.

## **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.

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>



- 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.
  - 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.