



**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

04/29/2018



Job Title: DuQuoin State Fair Campground Superintendent  
Agency: Agriculture  
Closing Date/Time: Fri. 08/24/18 5:00 PM Central Time  
Salary: \$10.00 / Hour  
Job Type: Temporary  
Location: Perry County, Illinois  
Number of Vacancies: 2  
Bid ID#: 46

TRAINING AND EXPERIENCE: Requires ability to maintain satisfactory working relationships with various organizational groups and the general public; requires ability to learn and apply basic bookkeeping principles; requires ability to operate basic office equipment (i.e., computer programs, calculator, credit card machine, etc); may require possession of a valid driver's license.

AGENCY CONTACT: IL Dept of Agriculture  
Bureau of Human Resources  
John R. Block Building  
Springfield, IL 62794  
(217) 785-5099

04/29/2018



Job Title: Conservation Education Representative  
(TEMPORARY)

Agency: Natural Resources

Closing Date/Time: Tue. 05/01/18 5:00 PM Central Time

Salary: \$2,464.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 2923

Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. **Employment estimated to run from June 25, 2018 through August 17, 2018.**

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Dan Stephenson  
One Natural Resources Way  
Springfield, IL, 62702  
Phone: 217-524-4111

04/29/2018



Job Title: **CE V Physical Tests Engineer**  
Agency: Transportation  
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time  
Salary: \$6,315.00 - \$8,263.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42738**

This position is accountable for planning, directing and coordinating the material testing and inspection activities required to ensure the acceptability of materials incorporated into highway projects in the district. It also involves material inspection for other districts, states, and government agencies.

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, May 1, 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.

04/29/2018



Job Title: **CE IV Senior Design Squad Leader**  
Agency: Transportation  
Closing Date/Time: Tue. 05/01/18 4:30 PM Central Time  
Salary: \$5,800.00 - \$7,515.00 monthly  
Job Type: Full-Time  
Location: LaSalle County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42728**

This position is responsible for supervising engineers and technicians in the preparation of studies and plans for highway projects. This position also negotiates and reviews consultant prepared studies and plans.

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, May 1, 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.

04/29/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Mon. 05/07/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$8,301.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-49-105542**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in vocational counseling, guidance, social work, human resources rehabilitation or closely-related field. Requires three years progressively responsible administrative experience in rehabilitation counseling and service delivery. Requires case work management skills; requires thorough working knowledge of Federal and State regulations and procedures in provision of services to persons with disabilities. Requires ability to establish, maintain and nurture effective working relationships in communities served. Requires ability to travel.

**Submit CMS 100 Application to:**

**Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762**

04/29/2018



Job Title: **Corrections Industry Lead Worker**  
Agency: Corrections  
Closing Date/Time: Tue. 05/08/18 4:00 PM Central Time  
Salary: \$4,161.00 - \$6,228.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDOC29-06-18-0039**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires three years of specialized Optical Lab experience. Requires completion of an approved course in guard training within six months of employment. Requires extensive knowledge of institutional rules, regulations, and requirements for the control of residents. Requires extensive knowledge of the methods, techniques, processes, materials, tools, and machinery utilized in the shop. Requires the physical ability to perform duties as assigned.

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

04/29/2018



Job Title: **Mental Health Recovery Support Specialist I**  
Agency: Human Services  
Closing Date/Time: Tue. 05/15/18 4:30 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Union County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-80-18-39 / 105524**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services, and willing to self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Location: Mental Health Services  
Hours: 8:00 AM - 4:30 PM  
Days Out: Saturday & Sunday

Contact Person: Donna Patterson or Stacey Busby  
PH: (618) 833-5161, ext. 2222 or 2486



04/29/2018



Job Title: **Registered Nurse II**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **RC023**  
Bid ID#: **10-72-38132**

Requires (a) graduation from an approved nursing education program resulting in an Associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or (b) a bachelor's degree in nursing and one year of professional nursing experience, or (c) a Master's degree in nursing. Requires licensure as a Registered Nurse in the state of Illinois.

**AGENCY CONTACT:**

Ludeman Center  
Human Resources Office  
114 N. Orchard Drive  
Park Forest, IL 60466  
708-283-3015

04/29/2018



Job Title: Insurance Company Field Staff Examiner  
Agency: Insurance  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 3  
Plan/BU: RC062  
Bid ID#: DOI 17560

Requires a bachelors degree with 21 semester hours of accounting with additional coursework preferably in computer science, economics, management, finance or other related subjects; requires one year of professional insurance accounting experience in the financial examination of insurance companies, or completion of an approved training program

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).

04/29/2018



Job Title: **Employment Security Tax Auditor I**  
Agency: Employment Security  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **0**  
Plan/BU: **RC062**  
Bid ID#: **Testing Purposes Only**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and a minimum of 12 semester hours in accounting, prefers coursework in fundamental and advanced accounting and auditing.

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).

04/29/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **01**

Plan/BU: **RC062**

Bid ID#: **10-72-105512**

Requires a Bachelor's degree in a human service professional field, or a registered nurse; one year of experience working directly with persons with mental retardation or other developmental disability

**AGENCY CONTACT:**

Alice M. Chambers  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
708-283-3015

04/29/2018



Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Tue. 05/01/18 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#: **1849022-499669**

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)

04/29/2018



Job Title: **Court Operations Assistant**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Mon. 04/30/18 4:30 PM Central Time  
Salary: \$29,665.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **235**

The successful candidate must possess the ability to set up and prepare courtroom for session and, as needed, perform bailiff duties during court sessions; maintain order and decorum during court proceedings, ability to accurately sort and distribute mail and packages; working knowledge of photocopying equipment; effectively communicate both verbally and in writing, and associate with employees and the public in a pleasant, courteous, and helpful manner.

Agency Contact:  
Darrin Shaffer  
(312) 793-5415

04/29/2018



Job Title: Conservation Education Representative  
(TEMPORARY)

Agency: Natural Resources

Closing Date/Time: Tue. 05/01/18 5:00 PM Central Time

Salary: \$2,464.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 2923

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Dan Stephenson  
One Natural Resources Way  
Springfield, IL, 62702  
Phone: 217-524-4111

04/29/2018



Job Title: **Social Services Career Trainee**  
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#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).



04/29/2018



Job Title: **Tobacco Compliance Specialist**  
Agency: Human Services  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **18-063**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of experience working in a professional environment. Experience with conducting inspections, completing reports, training and communicating with the public is also required. Compliance testing and law enforcement experience is preferred.

**This is a contractual position. No grade is required through CMS Examining and Counseling Division.**

**Interested Applicants should submit a CMS 100 Employment Application to**

**Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762**

04/29/2018



Job Title: **Revenue Collection Officer I**  
Agency: Revenue  
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17816**

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires access to an automobile and possession of a valid driver's license or access to public transportation.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-524-3954 Phone  
217-782-8957 Fax

04/29/2018



Job Title: **Nutritionist**  
Agency: Human Services  
Closing Date/Time: Thu. 05/03/18 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, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-90-105412**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in nutrition, dietetic or food service management, preferably including registration by the Academy of Nutrition and Dietetics. Requires possession of a Dietitian license valid in Illinois.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](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>

04/29/2018



Job Title: **Executive II - Opt N1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 05/03/18 11:59 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **CS3899**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires ability to travel.

Agency Contact:  
Division of Child Support Personnel  
509 South Sixth Street  
Springfield, Illinois 62701

217-557-3900 Office  
217-524-3960 Fax

04/29/2018



Job Title: **State Steward - Harness**  
Agency: Illinois Racing Board  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary:  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IRB 18072**

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.

Human Resources  
100 W. Randolph; 5-700  
Chicago, IL 60601  
312-814-2600  
312-814-5062 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>

04/29/2018



Job Title: **Office Coordinator - Opt 2**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **1860111-602322**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires Illinois licensure as a notary public.

SUBMIT BIDS TO:  
Paige Baker  
DCFS - 406 E. Monroe St., Station #30  
Springfield, IL 62701

[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)  
Phone: (217) 557-7430  
Fax (217) 785-0395

04/29/2018



Job Title: **Office Associate - Opt 2**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 05/04/18 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#: **1860112-607212**

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 a working knowledge of legal, social, and medical terminology.

SUBMIT BIDS TO:  
Paige Baker  
DCFS - 406 E. Monroe St., Station #30  
Springfield, IL 62701

[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)  
Phone: (217) 557-7430  
Fax: (217) 785-0395

04/29/2018



Job Title: **Human Services Caseworker**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).



04/29/2018



Job Title: **Human Services Caseworker - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/29/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**  
Agency: Juvenile Justice  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-09 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program.

Ken Hilgendorf, Agency Contact  
Illinois Department of Juvenile Justice  
217-557-1030 x3008

04/29/2018



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**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences. Requires ability to speak, read and write Spanish

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).

04/29/2018



## 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>



○

**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.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

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

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

04/29/2018



- 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.