



**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

06/11/2018



Job Title: **Public Service Administrator - Opt 1**  
Agency: Children & Family Services  
Closing Date/Time: Wed. 06/20/18 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#: **1805001-050017**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires three years of progressively responsible administrative experience in a public or business organization; requires possession of a valid driver's license and ability to travel.

**[Click Here for Applicant Information and Grading Procedures](#)**

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](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).

06/11/2018



Job Title: **Management Operations Analyst II**  
Agency: Human Services  
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-90-106247**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in business or public administration with course work in economic theory, accounting/finance, organizational theory, and operation research. Requires three years progressively responsible professional experience in management operations analysis. Requires ability to travel.

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

06/11/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 06/20/18 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: 1  
Plan/BU: RC062  
Bid ID#: 10-91-106243

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 social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state 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.

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Amy Cook  
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06/11/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 06/20/18 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: 2  
Plan/BU: RC062  
Bid ID#: 10-91-106241-106242

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 social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state 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  
Amy Cook  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

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



06/11/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 06/20/18 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: 1  
Plan/BU: RC062  
Bid ID#: 10-91-106229

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 social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state 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  
Amy Cook  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

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

06/11/2018



Job Title: **Guardianship Representative (Estate)**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time  
Salary: \$4,077.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Bid ID#: **17710-50-70-141-1002**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Send bids & applications to:  
Bobbie Fox, HR Director  
Illinois Guardianship & Advocacy Commission  
160 N. LaSalle, Room 500  
Chicago, IL 60601  
Fax # 312-793-4311

06/11/2018



Job Title: **Technical Advisor II, Legal Advocacy Service**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Wed. 06/20/18 5:00 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: **RC010**  
Bid ID#: **45252-50-70-211-1002**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Four years of litigation experience preferred. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions.

Send Bids and Applications via fax or Mail ONLY:  
Bobbie Fox, Director Human Resources  
Guardianship & Advocacy Commission  
160 N. LaSalle Street, Room 500  
Chicago, IL 60601

Fax# 312-793-4311

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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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06/11/2018



Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF028**  
Bid ID#: **10-05-106253**

Requires knowledge, skill and mental health equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in public or private organization. Requires thorough working knowledge of applications and software, including spreadsheets, graphics, data bases and word processing. Requires working knowledge of automated information system Prevention programs. Requires ability to travel.

**Please submit CMS100 (revised 10/2014) application and bid form to:**

DHS - Off of Human Resources  
ATTN: Kris Tapocik  
100 S. Grand Ave., East, 3rd Fl.  
Springfield, IL 62762  
Phone: 217-524-5553  
Fax: 217-524-3385

06/11/2018



Job Title: **TM II Labor Relations Analyst**  
Agency: Transportation  
Closing Date/Time: Wed. 06/20/18 4:30 PM Central Time  
Salary: \$4,105.00 - \$5,710.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42880**

This position is responsible for providing administrative assistance to the district Labor Relations Manager and district Personnel Services Manager in matters pertaining to discipline, grievances and other issues that impact the district's labor relations.

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 **Wednesday, June 20, 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.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

06/11/2018



Job Title: **Office Administrator III - Opt 2**  
Agency: Human Services  
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
\$38,880.00 - \$55,104.00 annually  
Job Type: Full-Time  
Location: Vermilion County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-93-105986**

Requires knowledge, skill and mental development equivalent to completion of two years study at a secretarial/business college and one year's office experience or completion of high school and three years Office Assistant experience or three years independent business experience. Requires ability to type 30 wpm.

*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*

06/11/2018



Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Mon. 06/11/18 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: Rock Island County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-93-105290**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in business or public administration. Requires one year responsible administrative experience in a public or business organization.

*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*

06/11/2018



Job Title: Office Administrator II - Opt 2 (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
\$36,324.00 - \$50,676.00 annually  
Job Type: Full-Time  
Location: McLean County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-93-105985

Requires knowledge, skill and mental development equivalent to completion of high school and two year's office experience; or, two years of independent business experience. Requires working knowledge of office procedures and programs. Requires working knowledge of elementary mathematics and grammar. Requires ability to operate manual and automated office equipment. Requires ability to lift 25 lbs and ability to stoop, bend and lift arms about shoulder level. Requires the ability to type 30 wpm.

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

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



06/11/2018



Job Title: **Veterans Employment Representative I - Opt 2**  
Agency: Employment Security  
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Peoria County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12115**

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 APPLY:**

IDES Recruitment & Selection  
607 E. Adams St. - 8th Floor  
Springfield, IL 62701  
Attn: Pamela Bowen  
Phone: (217) 785-2647  
Fax: (217) 524-2083

06/11/2018



Job Title: **Social Service Program Planner Iv**  
Agency: Human Services  
Closing Date/Time: Mon. 06/11/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
\$65,292.00 - \$99,816.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-97-105963**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's degree. Requires two years of progressively responsible professional experience in community organization, social service work or in a program planning and development. Requires working knowledge of Microsoft Word and Outlook. Requires ability to travel, including overnight travel.

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

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

06/11/2018



Job Title: **Public Service Administrator - Opt 1 (HR/LR Director)**  
Agency: Human Services  
Closing Date/Time: Mon. 06/18/18 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**  
Plan/BU: **CF063**  
Bid ID#: **10-72-106007**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization preferably in professional public personnel. Of the three years requires two years of human resources experience.

Agency Contact:  
Kerri Bresley, HR/LR Administrator  
SODC Operations  
1120 Washington Ave.  
Dixon IL 61021  
Phone: 815-288-8345  
Fax: 815/288-8321

06/11/2018



Job Title: **Public Service Administrator - Opt 8K**  
Agency: Juvenile Justice  
Closing Date/Time: Mon. 06/25/18 4:00 PM Central Time  
Salary: \$7,135.00 - \$10,617.00 monthly  
\$85,620.00 - \$127,404.00 annually  
Job Type: Full-Time  
Location: Jersey County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **IDJJ27-50-18-0035**

Requires knowledge, skill and mental development equivalent to a doctoral degree in psychology from a recognized college or university supplemented by three (3) years professional experience in Psychology. Requires thorough knowledge of the theories and assumptions underlying the field of Psychology, employing Agency's rules and regulations covering the field of Psychology, application of Psychology to social and emotional deviation

WORK LOCATION:  
IYC - Pere Marquette  
17808 State Highway 100 West  
Grafton, IL 62037

AGENCY CONTACT:  
Mary Goetten (618) 786-2371, ext. 110  
[mary.goetten@doc.illinois.gov](mailto:mary.goetten@doc.illinois.gov)

06/11/2018



Job Title: **Public Service Administrator - Information Technology**  
Agency: **Comptroller \***  
Closing Date/Time: **Fri. 08/31/18 11:59 PM Central Time**  
Salary: **\$50,000.00 - \$89,779.00 annually**  
Job Type: **Full-Time**  
Location: **Statewide, Illinois**  
Number of Vacancies: **2**  
Plan/BU: **MC-05**  
Bid ID#: **18-014**

Illinois Office of the Comptroller  
100 West Randolph, Suite 15-500  
Chicago, IL 60601  
Hours: 8:30 a.m. - 5:00 p.m.

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.



06/11/2018



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

06/11/2018



Job Title: Day Care Licensing Representative II - Opt SS  
(Upward Mobility Target Title)

Agency: Children & Family Services

Closing Date/Time: Thu. 06/21/18 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: RC063

Bid ID#: 1813034-135185

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; **requires ability to speak and write Spanish at a colloquial skill level.**

**Agency Contact:**

Karen Wagner  
Office of Employee Services  
1911 S. Indiana, 9th FL  
Chicago, IL 60616  
Phone: 312-328-2461  
Fax: 312-3282321  
Email: [Karen.A.Wagner@Illinois.gov](mailto:Karen.A.Wagner@Illinois.gov)

06/11/2018



Job Title: Office Assistant - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Thu. 06/21/18 5:00 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#: 1813033-133707

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alphanumeric sequencing; of office practices, procedures and programs; of grammar, spelling and punctuation; and of basic mathematics; requires ability to follow oral and/or written instructions and to operate commonly-used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

**Agency Contact:**

Karen Wagner  
Office of Employee Services  
1911 S. Indiana, 9th FL  
Chicago, IL 60616  
Phone: 312-328-2461  
Fax: 312-3282321  
Email: [Karen.A.Wagner@Illinois.gov](mailto:Karen.A.Wagner@Illinois.gov)

06/11/2018



## **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.**

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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

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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](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>

06/11/2018



- 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.