



**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

12/20/2017



Job Title: **Technical Advisor V**  
Agency: Commerce Commission  
Closing Date/Time: Fri. 01/05/18 5:00 PM Central Time  
Salary: \$5,414.00 - \$11,942.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **31-17-11**

Under general supervision, performs complex technical and legal functions involving responsibility for representing staff in various transportation matters before the Administrative Law Judges of the Illinois Commerce Commission (ICC), for representing the ICC in various state and federal courts, and for providing legal advice to the ICC when it files comments on various matters. Duties include; conducting investigations to determine statutory compliance by applying legal methods and procedures with reference to the legal implications involved; researching and providing legal analysis and advice on various matters that are pending before the ICC and on various issues that arise during the course of the day

Cheryl Barrett  
HR Analyst  
Illinois Commerce Commission  
527 E. Capitol Ave.  
Springfield, IL 62701  
217-557-4206  
[cbarrett@icc.illinois.gov](mailto:cbarrett@icc.illinois.gov)

12/20/2017



Job Title: **Educator Career & Technical**  
Agency: Juvenile Justice  
Closing Date/Time: Mon. 01/08/18 4:00 PM Central Time  
Salary: \$3,020.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDJJ27-17-17-0005**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in Computer Technology. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development; implements individualized vocational programs related to student needs; provides appropriate occupational instruction to develop marketable skills and knowledge to facilitate entry into a vocation and/or career; and evaluates student progress.

**CONTACT:**

Olivia Robles  
Illinois Youth Center - Chicago  
100 North Western Avenue  
Chicago, Illinois 60612  
FAX - 312-633-5229

12/20/2017



**Job Title:** Medical Administrator II Option D - Opt 06  
**Agency:** Human Services  
**Closing Date/Time:** Mon. 01/08/18 5:59 PM Central Time  
**Salary:** \$10,441.00 - \$20,722.00 monthly  
**Job Type:** Full-Time  
**Location:** Kankakee County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** BBR  
**Bid ID#:** 10-75-103860

Serves as the facility medical director with total responsibility for the planning, administration, direction and evaluation of all medical care, medical treatment regimens, and medical services at Shapiro Center. In addition, functions as the primary physician for an assigned caseload and for complex cases. Ensures that all medical services, policies, procedures, quality assurance and risk management processes are in compliance with Federal, Public Health, Illinois and, Shapiro Requirements. The Medical Director is responsible for being knowledgeable of CDC guidelines as it relates to a state operated center. Acts as the Chairperson of a peer review committee regarding complex medical issues with individuals served at the Center. Directs and supervises physicians at the Center and other subordinate staff.

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).

12/20/2017



Job Title: **Human Resource Analyst**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$57,998.00 / Year  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **216**

The human resource analyst performs analytical and administrative work in one or more functional areas of the Human Resources Division.

Administrative Office of the Illinois Courts  
3101 Old Jacksonville Road  
Springfield, IL 62704

Barbara Black  
(217) 524-6429

12/20/2017



Job Title: **Receptionist**  
Agency: Commerce Commission  
Closing Date/Time: Fri. 01/05/18 5:00 PM Central Time  
Salary: \$2,355.00 - \$4,704.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **31-17-0020**

Subject to management approval, performs highly responsible, complex, technical and confidential secretarial and clerical functions of an administrative nature relating to the operation of the Police Section. Types a variety of routine documents by using a personal computer; functions as the first point of contact for visitors and phone inquiries to the Police Section, providing information and assistance which may be of a technical nature; opens, date stamps, and distributes incoming mail related to formal proceedings and docketed matters, exercising discretion and judgment concerning sensitive and confidential information contained therein

Cheryl Barrett  
HR Analyst  
Illinois Commerce Commission  
527 East Capitol Avenue  
Springfield, IL 62701  
Phone: 217-557-4206  
Fax: 217-785-1770  
[Cheryl.Barrett@illinois.gov](mailto:Cheryl.Barrett@illinois.gov)

12/20/2017



Job Title: **Business Manager**  
Agency: Corrections  
Closing Date/Time: Thu. 01/04/18 4:00 PM Central Time  
Salary: \$4,377.00 - \$6,878.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC29-40-0581**

Requires knowledge, skill and mental development equivalent to completion of four years of college with a major in business administration or a related field; requires two years of professional business experience such as might be obtained as a Business Administrative Specialist or successful completion of a training course approved by the Agency; requires extensive knowledge of the fundamental principles of modern business administration; requires extensive knowledge of the functions of state government and the employing agency.

**Locations/Agency Contact:**

PSSSC- IDOC  
Lisa Devert, HR Specialist  
1301 Concordia Ct.  
Springfield, IL 62702  
[lisadevert@illinois.gov](mailto:lisadevert@illinois.gov)

12/20/2017



Job Title: **Security Therapy Aide I**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 4:30 PM Central Time  
Salary: \$3,603.00 - \$5,212.00 monthly  
Job Type: Full-Time  
Location: Union County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-80-17-154 / 104054**

Under direct supervision, performs routine tasks in dispensing therapeutic custodial care to adults in a secure residential housing forensic unit; monitors the movements, conduct, activities and basic care of residents; assists in the orientation of newly admitted patients; provides subprofessional counseling; prepares routine reports concerning observed patient behavior, progress and response to treatment of medications; confers with supervisors concerning special programs.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby  
Phone: 618/833-5161, Ext. 2486, 2222 or 2522  
Fax: 618/833-1415



12/20/2017



Job Title: **Data Processing Specialist (Upward Mobility Target Title)**

Agency: Department of Innovation & Technology (DoIT)

Closing Date/Time: Wed. 01/03/18 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC028**

Bid ID#: **DoIt 17047**

Under general supervision, performs advanced enterprise system and network operations control work; Monitors, operates and coordinates the enterprise computer systems to ensure systems, operating platforms, subsystems, applications, networks and peripheral hardware are operating to maximum throughput and performance. Researches, resolves and/or circumvents interruptions to processing components and network connectivity; monitors various systems and contacts on-call staff to solve any unresolved issues such as server failure. Maintains daily logs of all activities and forwards information as an agency report.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
**DoIT.BidForms@illinois.gov**  
217-557-3337  
217-524-6629 Fax

12/20/2017



Job Title: **Executive II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 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: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-76-103926**

Subject to administrative approval of the Division Director, serves as Director of Consumer Services Development for the Division of Mental Health (DMH); verifies the ongoing inclusion of the consumer/family perspective in the statewide planning, developing, implementing, monitoring and evaluating of statewide Mental health Services; facilitates the integration of Family Partnerships/Systems of care and the Recovery Vision/Principles with Evidence-Based Practices for both Adult Services and Child and Adolescent Services; provides leadership in all significant clinical and administrative DMH activities and direction for the actualization of Family Partnerships/Systems of Care and Recovery Vision/Principles; facilitates the growth and development of Region Consumer Services Specialist.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
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>

12/20/2017



Job Title: **Mental Health Technician III - Opt MC**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 4:00 PM Central Time  
Salary: \$2,951.00 - \$4,124.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-73-103835**

Under direct supervision, performs advanced level technical duties; serves as lead worker on multiple shifts in that days off of incumbents are opposite each other; participates in established programs geared toward the care, treatment, development and habilitation and/or rehabilitation of recipients who are dually diagnosed or have intellectual disabilities. Utilizes manual communication in the performance of duties involving direct contact with recipients who require such. Direct care responsibilities involve work hours and assignments to different shifts.

**Jennifer Gunnon**  
**Human Resources/Labor Relations Director**  
**Mabley Developmental Center**  
**1120 Washington Avenue**  
**Dixon, IL 61021 815-288-8380**  
**815-288-8321 (fax)**

12/20/2017



Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)-DIXON CC**

Agency: Corrections

Closing Date/Time: Wed. 01/03/18 4:00 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Lee County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC006**

Bid ID#: **IDOC-29-93-17-0438**

Under direct supervision of the Corrections Food Service Supervisor III, performs beginning level functions guiding and directing inmates in the preparation and service of food and the cleaning of the officer and inmate kitchen and dining areas; enforces and maintains disciplinary, sanitary and custodial measures.

**AGENCY CONTACT:**

Kathy Newstrand, HRR (Ext. 2106) or Joyce Rogers, HRA (2108)  
Dixon Correctional Center  
2600 N. Brinton Ave.  
Dixon, IL 61021  
Phone: 815-288-5561

12/20/2017



Job Title: **Mental Health Technician III - Opt MC**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 4:00 PM Central Time  
Salary: \$2,951.00 - \$4,124.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-73-103835**

Under direct supervision, performs advanced level technical duties; serves as lead worker on multiple shifts in that days off of incumbents are opposite each other; participates in established programs geared toward the care, treatment, development and habilitation and/or rehabilitation of recipients who are dually diagnosed or have intellectual disabilities. Utilizes manual communication in the performance of duties involving direct contact with recipients who require such. Direct care responsibilities involve work hours and assignments to different shifts.

**Jennifer Gunnon**  
**Human Resources/Labor Relations Director**  
**Mabley Developmental Center**  
**1120 Washington Avenue**  
**Dixon, IL 61021 815-288-8380**  
**815-288-8321 (fax)**

12/20/2017



Job Title: **Cook I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 4:59 PM Central Time  
Salary: \$2,840.00 - \$3,879.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10.79-103927**

Under direct supervision of the Dietary Manager, prepares and cooks on a quantity scale basis; assumes responsibility for the section of the meal preparation assigned. Batch cooks according to policies and procedures.

**CONTACT INFORMATION:**

Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

12/20/2017



Job Title: **Social Worker Iv**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 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: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-76-103950**

Under direction of the manager of the Metro Forensic Evaluation Unit, functions as a qualified Social Work Examiner providing on-site evaluation and social assessments; prepares written reports to the courts and present s clinical data to the forensic units within State-operated facilities of the Department of Human Services; performs assessments of management cases to determine security and management options; makes clinical diagnoses; signs certificates of admission

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
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>

12/20/2017



Job Title: **Mental Health Administrator I - Opt MC**  
Agency: Human Services  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-73-103904**

Under general direction of the Director of Residential Services, supervises, directs and guides the activities and services of direct care and ancillary program staff, on an assigned shift, in the implementation of care and treatment programs for intellectually disabled individuals served by Mabley Developmental Center.

Agency Contact:  
Jennifer Gunnon  
Director of Human Resources/Labor Relations  
1120 Washington Avenue  
Dixon, IL 61021  
815-288-8340  
815-288-8321 (fax)



12/20/2017



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **01**  
Plan/BU: **RC063**  
Bid ID#: **1760046-605677L**

Under general supervision, performs highly specialized professional adoption and subsidized guardianship casework services; conducts assessments and home studies to determine the suitability of prospective adoptive homes; prepares and counsels the Adoption Triad, including the child, birth parent, and adoptive parent in the placement process; monitors to ensure the timely completion/finalization of adoptions

**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

12/20/2017



Job Title: **Social Service Program Planner Iv**  
Agency: Human Services  
Closing Date/Time: Tue. 01/02/18 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#: **10-97-103911**

Subject to management approval, identifies and assists in the management of the TANF (Temporary Assistance for Needy Families) and SNAP (Supplemental Nutrition Assistance Program) population; performs the most complex and highly technical and independent reviews of TANF/SNAP cases on site at FCRCs to verify appropriate documentation; develops and provides TANF and SNAP management training; develops resources and implements strategies in monitoring and analyzing TANF/SNAP data reports and implements strategies to meet performance outcomes

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>

12/20/2017



Job Title: Office Associate - Opt SS1  
Agency: Public Health  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IDPH 27-18-0169

Under direction, performs a variety of complex and specialized confidential processes regarding vital records; applies laws, regulations and agency policies necessary to process delayed birth records, amends birth and death records, creates new birth records and seals files; makes independent decisions within the scope of the assigned area of responsibility, exercising independent judgment in making determinations on various important vital records and problems which do not involve deviation from established policies and procedures.

**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)

12/20/2017



Job Title: **Highway Maintenance Lead Worker**  
Agency: Transportation  
Closing Date/Time: Tue. 01/02/18 4:30 PM Central Time  
Salary: \$4,748.00 - \$6,331.00 monthly  
Job Type: Full-Time  
Location: Cumberland County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC019**  
Bid ID#: **IPR#42441**

Under direct supervision of the Operations Supervisor, outlines and directs assignments for a crew of workers performing highway maintenance functions; performs labor relating to the maintenance of roadways; operates CDL license vehicles. Ensures compliance with departmental safety.

Please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting.

For further information, please call the Bureau of Personnel Management at 217-782-5594.

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>

12/20/2017



Job Title: **Educator Career & Technical**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 01/05/18 4:00 PM Central Time  
Salary: \$3,020.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDJJ-27-10-2017-9998**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in Computer Technology. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development; modifies methods according to student needs and abilities to promote the rehabilitation; daily living and prevocational skills of students with developmental an/or intellectual disabilities

**LOCATION/AGENCY CONTACT:**

Illinois Youth Center Warrenville  
30W200 Ferry Road  
Warrenville, IL 60555

Kelly Meeks  
(630) 983-6213 fax

12/20/2017



Job Title: **Geographic Information Trainee**  
Agency: Natural Resources  
Closing Date/Time: Wed. 01/03/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **12-63-5305**

Under immediate supervision, for a period of six to twelve months, participates in an agency sponsored training program, receiving comprehensive classroom and/or on-the-job training in all aspects necessary to utilize Geographic Information Technology hardware and spatial analysis reports; receives closely supervised on-the-job training assignments to acquire a practical knowledge of performing spatial analyses of departmental data and providing mapping products

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Rita Lee, P.E.  
Office of Water Resources  
One Natural Resources Way  
Springfield, IL 62702  
217-524-2387

12/20/2017



Job Title: **Geographic Information Specialist I**  
Agency: Natural Resources  
Closing Date/Time: Wed. 01/03/18 5:00 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: **RC063**  
Bid ID#: **12-63-5306**

Under general supervision, performs Geographic Information System (GIS) program activities, utilizing geographic information technology software to produce maps and spatial analysis reports; creates and maintains spatial databases; writes programs and develops user interfaces, menus, and macro-level commands to meet user needs

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Rita Lee, P.E.  
Office of Water Resources  
One Natural Resources Way  
Springfield, IL 62702  
217-524-2387

12/20/2017



Job Title: **IT Project Manager 2**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$67,230.00 / Year  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **218**

**ESSENTIAL DUTIES:** The Project Manager position works in a fast-paced, detail-oriented environment, facilitating the delivery of project milestones, communicating with judicial branch stakeholders and third-party service providers, detailing the required business workflows, and reporting/communicating to management on the status/issues. The Project Manager must be able to think critically, be self-motivated, solve complex issues, adapt to multiple assignments throughout a day, and possess excellent communication (written and oral) and time management skills.

Work Hours: 8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts  
3101 Old Jacksonville Road  
Springfield, IL 62704

Agency Contact: Barbara Black  
Phone: (217) 524-6429



12/20/2017



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>

12/20/2017



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



**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.

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>

12/20/2017



- 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.