



**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

12/28/2017



Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1748042-481234**

Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare protective services to children and families; directs the team within the existing framework of statutes and policies of the Agency

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)**

12/28/2017



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Central Management Services  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF010**  
Bid ID#: **CMS 17085**

Under administrative direction of the Senior Benefits Counsel, provides legal representation for CMS Bureau of Benefits. Serves as initial Legal Services contact for client agencies for questions of interpretation or implementation; serves as a liaison with the U.S. Department of Labor and State of Illinois Agencies regarding issues or complaints related to State employee benefits matters

**Agency Contact:**

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

12/28/2017



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)

12/28/2017



Job Title: **Rehabilitation Workshop Instructor II**  
Agency: Human Services  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$3,226.00 - \$4,621.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC009**  
Bid ID#: **10-75-104017 through 104018**

Under general supervision, performs responsible duties involving the training and supervision of individuals in a rehabilitation workshop or business operation. Instructs individuals in proper work attitudes, habits and work related social skills; plans work tasks; observes and evaluates the learning patterns and work performance of individuals; assists in planning lessons and teaching individuals industrial production, safety practices, material handling, service delivery practices and techniques

Contact:  
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).



12/28/2017



Job Title: **Switchboard Operator I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Tue. 01/02/18 5:00 PM Central Time  
Salary: \$2,705.00 - \$3,655.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-75-104016**

Under direct supervision, performs routine work in operating a Department of Human Services, 24 hour, facility switchboard carrying a heavy traffic load; Answers, screens and routes incoming calls; takes and delivers messages when staff are unavailable. Places inter-office calls for facility personnel. Answers routine non-technical questions and refers callers to identified staff; transfers incoming calls to proper station. Places and maintains records of long distance calls for administration and casework staff. Responds to and maintains records for emergency calls such as fire, medical, police etc.

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

12/28/2017



Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)  
Agency: Arts Council  
Closing Date/Time: Tue. 01/02/18 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: 30080-50-90-113-04-01

Under the general direction of the Chief of Operations/CFO for the Illinois Arts Council Agency (IACA), performs a variety of specialized administrative duties and technical functions; requiring knowledge and understanding of programs and applications for the Division of Operations. Tracks applications through the grants system and provides pertinent information to IACA staff and constituents.

**Submit by mail, e-mail or FAX**

James R. Thompson Center (JRTC)  
Illinois Arts Council Agency (IACA)  
Romie Munoz  
100 W. Randolph #10-500  
Chicago, IL 60601  
Work: 312-814-8250  
FAX: 312-814-1471  
[Romie.Munoz@Illinois.gov](mailto:Romie.Munoz@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>

12/28/2017



Job Title: **Registered Nurse II**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 12:00 AM Central Time  
Salary: \$5,293.00 - \$7,303.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-77-10-662-10-88-103507-4420**

Under direction of the Nurse Manager, serves as the Shift Charge Nurse over the night shift professional and non-professional direct care staff involved in recipient care for forensic mentally ill persons residing in the AFC -B Unit; ensures the safe environment to meet the physical, emotional, and psychological needs of the patients. Provides professional nursing services having responsibility over patient activities that involve medical care

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).



12/28/2017



Job Title: **Human Resources Assistant - Opt 2**  
Agency: Veterans Affairs  
Closing Date/Time: Wed. 01/03/18 4:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Adams County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **34-120-18-091**

Under direct supervision of the Human Resources Specialist, performs specialized clerical duties associated with human resources administration. Routinely applies human resources policies and procedures, and regularly entails authorized access to confidential information. Assists the public and employees with application procedures. Prepares, reviews and verifies various personnel transactions to ensure accuracy and completion.

Application Contact:  
Human Resources  
1707 N. 12th St.  
Quincy, IL 62301  
Phone: 217-222-8641 Ext. 204 or 217  
Fax: 217-222-2961

12/28/2017



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

12/28/2017



Job Title: **Cook I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 01/03/18 4:30 PM Central Time  
Salary: \$2,840.00 - \$3,879.00 monthly  
Job Type: Full-Time  
Location: Union County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-80-17-152 / 104051**

Under direct supervision, cooks and prepares food on a large-scale basis for individuals served. Serves meals to individuals and cleans various areas in the Dietary Department. Serves as Cook II in that individual's absence.

Contact Person: Allison Holshouser / Donna Patterson / Stacey Busby  
PH: (618) 833-5161, ext. 2486, 2222 or 2522

12/28/2017



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

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)

12/28/2017



Job Title: **Correctional Sergeant**  
Agency: Corrections  
Closing Date/Time: Mon. 01/08/18 3:00 PM Central Time  
Salary: \$4,161.00 - \$6,139.00 monthly  
Job Type: Full-Time  
Location: Fulton County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC006**  
Bid ID#: **IDOC-29-55-17-0095/0120**

Under general direction 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: Kelley Johnson**- Human Resource Representative  
**Illinois River Correctional Center**  
PO Box 999, 1300 W. Locust, Rt. 9 West  
Canton, IL 61520  
309-647-7030 ext. 253  
309-647-0353 Fax  
[Kelley.Johnson@doc.illinois.gov](mailto:Kelley.Johnson@doc.illinois.gov)



12/28/2017



Job Title: **Correctional Sergeant**  
Agency: Corrections  
Closing Date/Time: Mon. 01/08/18 3:00 PM Central Time  
Salary: \$4,161.00 - \$6,139.00 monthly  
Job Type: Full-Time  
Location: Brown County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC006**  
Bid ID#: **IDOC-29-99-17-0240**

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  
217-773-4441 ext. 250  
217-773-2202 fax

12/28/2017



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**  
Agency: **Corrections**  
Closing Date/Time: **Mon. 01/08/18 3:00 PM Central Time**  
Salary: **\$4,904.00 - \$7,396.00 monthly**  
Job Type: **Full-Time**  
Location: **Fulton County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **CU500**  
Bid ID#: **IDOC-29-55-17-0111**

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

Contact: **Kelley Johnson**- Human Resources Representative  
**Illinois River Correctional Center**  
PO Box 999, 1300 W. Locust, Rt. 9 West  
Canton, IL 61520  
[kelley.johnson@illinois.gov](mailto:kelley.johnson@illinois.gov)  
309-647-7030 ext. 253  
309-647-0353 fax

12/28/2017



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**  
Agency: **Corrections**  
Closing Date/Time: **Mon. 01/08/18 4:00 PM Central Time**  
Salary: **\$4,904.00 - \$7,396.00 monthly**  
Job Type: **Full-Time**  
Location: **Christian County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **CU500**  
Bid ID#: **IDOC29-56-17-2590**

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

AGENCY CONTACT: Amanda Wilson, HR Rep  
Taylorville Correctional Center  
PO Box 1000  
Taylorville, IL 62568  
(217) 824-4004 ext. 5205  
(217) 824-4042 fax  
[amanda.wilson@illinois.gov](mailto:amanda.wilson@illinois.gov)

12/28/2017



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

12/28/2017



Job Title: **Deck Hand (100%)**  
Agency: Transportation  
Closing Date/Time: Mon. 01/08/18 4:30 PM Central Time  
Salary: \$4,512.00 / Month  
Job Type: Full-Time  
Location: Jersey County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC019**  
Bid ID#: **IPR#42433**

This position directs the safe loading of vehicles, commodities and personnel on the barges and secures appropriate gates, performs preventative maintenance and repairs to equipment.

**TRANSFERS:** Must be a certified Part-Time Deck Hand working at IDOT, District 8, Team Section 836. Bid Form for Transfer RC019 (PM12C) must be submitted to Jennifer Sunderland, Bureau of Personnel Management, Room 113, 2300 S Dirksen Pkwy, Springfield 62764 FAX: 217/557-3134 by the closing date of this posting.



12/28/2017



Job Title: **Deck Hand (80%)**  
Agency: Transportation  
Closing Date/Time: Mon. 01/08/18 4:30 PM Central Time  
Salary: \$4,512.00 / Month  
Job Type: Full-Time  
Location: Calhoun County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC019**  
Bid ID#: **IPR#42435**

This position directs the safe loading of vehicles, commodities and personnel on the barges and secures appropriate gates, performs preventative maintenance and repairs to equipment.

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.

12/28/2017



Job Title: **CE V Mixtures Control Engineer**  
Agency: Transportation  
Closing Date/Time: Mon. 01/08/18 4:30 PM Central Time  
Salary: \$6,315.00 - \$10,210.00 monthly  
Job Type: Full-Time  
Location: LaSalle County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#42421**

This position is accountable for planning and directing activities that ensure bituminous concrete and portland cement concrete mixtures are acceptable for use on state and local highway improvement projects where federal, state and Motor Fuel Tax funds are involved.

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 **Monday, January 8, 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

12/28/2017



Job Title: **Office Coordinator - Opt 2**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 01/04/18 11:59 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **CS3767**

Under direction, performs complex and specialized procedures to initiate, process and maintain child support cases, reviews and processes child support applications received, reviews and analyzes financial records to determine appropriate amount of child support obligations; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) and State Disbursement Unit (SDU) financial records, and Clerk of the Court payment records to determine correct delinquency amount; gathers information and prepares documents; communicates with custodial and non-custodial parents in relation to child support; makes referrals for accounts in need of adjustment; composes letters, creates forms, keeps records and other documents; establishes and monitors tracking procedures; performs timekeeping functions; provides customer service both in person and via telephone to customers.

Agency Contact:  
Division of Child Support Personnel  
509 South 6th Street  
Springfield, Illinois 62701

217-557-3900 Office  
217-524-3960 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>

12/28/2017



Job Title: Office Specialist - Opt 2 (Upward Mobility Target Title)  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 01/04/18 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 3  
Plan/BU: RC028  
Bid ID#: CS3769

Under general direction, performs complex, specialized, paraprofessional and technical functions for Team E in Unit 3 of the Division of Child Support Enforcement's (CSE) Call Center: researches and resolves appointment issues; researches multiple case and docket issues via the Key Information Delivery System (KIDS) and the Cook County Circuit Clerk System (T-KIDS); resolves customer inquiries by serving Income Withholding Notices (IWNs) on the Department of Employment Security; explains the legal process to custodial parents (CPs) and non-custodial parents (NCPs) without giving legal advice; confirms if Voluntary Acknowledgement of Paternity (VAP) has been received; determines if modification is warranted and explains to CP and NCP reasons for denial and/or next steps in the modification process

Agency Contact:  
Division of Child Support Personnel  
509 South 6th Street  
Springfield, Illinois 62701

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

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>

12/28/2017



Job Title: **Office Specialist - Opt 2 (Upward Mobility Target Title)**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 01/04/18 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **CS3770**

Under general direction, performs complex, specialized, paraprofessional and technical functions for Team C in Unit 2 of the Division of Child Support Enforcement's (CSE) Call Center: researches and resolves appointment issues; researches multiple case and docket issues via the Key Information Delivery System (KIDS) and the Cook County Circuit Clerk System (T-KIDS); resolves customer inquiries by serving Income Withholding Notices (IWNs) on the Department of Employment Security; explains the legal process to custodial parents (CPs) and non-custodial parents (NCPs) without giving legal advice; confirms if Voluntary Acknowledgement of Paternity (VAP) has been received; determines if modification is warranted and explains to CP and NCP reasons for denial and/or next steps in the modification process

Agency Contact:  
Division of Child Support Personnel  
509 South 6th Street  
Springfield, Illinois 62701

217-557-3900 Office  
217-524-3960 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  
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12/28/2017



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>

12/28/2017



## **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
  -

JRTC Suite 4-500 100 W. Randolph Chicago II, 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>



**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

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

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- 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.