



**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

12/29/2017



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)

12/29/2017



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

12/29/2017



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).

12/29/2017



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



12/29/2017



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)

12/29/2017



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)

12/29/2017



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



12/29/2017



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

12/29/2017



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

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>

12/29/2017



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

12/29/2017



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

12/29/2017



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)



12/29/2017



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).

12/29/2017



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).

12/29/2017



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>

12/29/2017



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).

12/29/2017



**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



12/29/2017



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

12/29/2017



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

12/29/2017



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)

12/29/2017



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)

12/29/2017



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>



12/29/2017



## **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.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO  
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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
  -



**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>

12/29/2017



- 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.