



01/04/2020

Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)**  
Agency: **Juvenile Justice**  
Closing Date/Time: **Tue. 01/14/20 4:00 PM Central Time**  
Salary: **Depends on Qualifications**  
Job Type: **Full-Time**  
Location: **Kane County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDJJ27-15-19-0352**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires two years of experience in food preparation in large-scale food operation. Requires completion of an orientation-training course within six months of employment. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Requires thorough knowledge of food service sanitation.

**AGENCY/LOCATION/CONTACT:**

**Apply via Email (include BID ID in Subject line), USPS or Facility drop off:**

IL Department of Juvenile Justice Illinois Youth Center - St. Charles  
Kathy Borkowski, Human Resources Representative  
3825 Campton Hills Road  
St. Charles, IL 60175  
PHONE: 630-584-0506 ext 1519  
FAX: 630-584-1014  
EMAIL: [Kathy.Borkowski@illinois.gov](mailto:Kathy.Borkowski@illinois.gov)

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).



01/04/2020

Job Title: **Library Associate**  
Agency: **Juvenile Justice**  
Closing Date/Time: **Tue. 01/14/20 4:00 PM Central Time**  
Salary: **Depends on Qualifications**  
Job Type: **Full-Time**  
Location: **Kane County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDJJ27-10-19-0960**

Under the general direction of the Public Service Administrator, the Library Associate performs professional library duties in the institutional library. Plans, directs, and supervises the educational library at the Center. Researches available materials and recommends acquisition of appropriate books, magazines and other library supplies. Maintains security of the library area. Conducts periodic inventory and replaces obsolete and missing material. Assists users with research projects and reference work.

IL Department of Juvenile Justice Illinois Youth Center - St. Charles  
Kathy Borkowski, Human Resources Representative  
3825 Campton Hills Road  
St. Charles, IL 60175  
PHONE: 630-584-0506 ext 1519  
FAX: 630-584-1014  
EMAIL: [Kathy.Borkowski@illinois.gov](mailto:Kathy.Borkowski@illinois.gov)

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01/04/2020

Job Title: **Activity Therapist Coordinator**  
Agency: Human Services  
Closing Date/Time: Wed. 01/15/20 5:00 PM Central Time  
Salary: \$4,184.00 - \$6,218.00 monthly  
\$50,208.00 - \$74,616.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-115396**

Under direction, coordinates the facility's Activity Therapy program and provides direct therapy to individuals. Serves as lead worker to lower level staff and provides guidance and training to direct care staff assigned to various phases of the activity therapy program; participates as a member of the Interdisciplinary (ID) Team.

Agency Contact:  
Bureau of Employee Services  
**Ashley Moore**  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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01/04/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 01/15/20 5:00 PM Central Time  
Salary: \$3,817.00 - \$5,601.00 monthly  
\$45,804.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-115402**

Under general supervision, provides therapeutic activity programs for and conducts direct therapy for assigned individuals served at Ludeman Developmental Center; completes activity therapy assessments and evaluative data for the development of habilitation plans; evaluates the individual's complex behaviors and reactions of during activities and leisure time; establishes and coordinates types and schedules of activity programs.

Agency Contact:  
Bureau of Employee Services  
**Ashley Moore**  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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01/04/2020

Job Title: **DEPUTY MEDICAL COORDINATOR**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Tue. 01/21/20 11:59 PM Central Time  
Salary: See Position Description  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **PSC 21376**

To ensure that professional standards within the regulated medical professions are maintained, the Deputy Medical Coordinators will perform a variety of highly technical and complex services, be involved in advising and establishing professional advice and policies, along with handling confidential information, and interacting with citizens and constituents impacted by these regulated professions.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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01/04/2020

Job Title: **Reproduction Service Technician I**  
Agency: Transportation  
Closing Date/Time: Mon. 01/06/20 4:30 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC014**  
Bid ID#: **IPR#43857**

Requires knowledge, skill and mental development equivalent to completion of high school; ability to operate manual and automated machinery; and ability to bend and lift up to 50 lbs repeatedly.

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).

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01/04/2020

Job Title: **Executive II - Opt C1**  
Agency: Employment Security  
Closing Date/Time: Tue. 01/07/20 11:59 PM Central Time  
Salary: \$4,898.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **Reposting RCRA 81011**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires two years of responsible administrative experience in a public or business organization, preferably including professional experience using state accounting and e-procurement systems, including SAP/ERP and BidBuy.

The Equal Employment Opportunity Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EO Office at 33 S. State, 10th Floor, Chicago, Illinois 60603 or by calling (312) 793-9290.

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).



01/04/2020

Job Title: Office Associate - Opt SS2  
Agency: Children & Family Services  
Closing Date/Time: Tue. 01/07/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1910009-102417

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires ability to speak and write Spanish at a colloquial skill level.

Samantha Haynes  
406 E. Monroe, Sta. 373  
Springfield, IL 62701  
217-558-7775  
Fax: 217-524-3970  
[samantha.j.haynes@illinois.gov](mailto:samantha.j.haynes@illinois.gov)

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01/04/2020

Job Title: **DEPUTY MEDICAL COORDINATOR**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Tue. 01/21/20 11:59 PM Central Time  
Salary: See Position Description  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **PSC 21376**

To ensure that professional standards within the regulated medical professions are maintained, the Deputy Medical Coordinators will perform a variety of highly technical and complex services, be involved in advising and establishing professional advice and policies, along with handling confidential information, and interacting with citizens and constituents impacted by these regulated professions.

How to Apply: Visit [www.work.illinois.gov](http://www.work.illinois.gov) website, go to forms and complete the CMS-100 applications. Scan all applications to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov) and subject line should read Deputy Medical Coordinator FY20 PSC.  
Fax: 217-557-3022

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01/04/2020

Job Title: **Unemployment Insurance Revenue Analyst II - Opt SS**  
Agency: Employment Security  
Closing Date/Time: Tue. 01/07/20 11:59 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **Reposting RCRA 12314**

Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Accounting, Business, Mathematics or related field and three years professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois U I Act, employer rights/obligations related UI contributions, math concepts, data bases and hard copy information sources within IDES.

**Please note:** Applicants must submit a **current** version (dated 7/2019 or after) of the CMS100 Employment Application or CMS100B Promotional Application to the agency contact above. Older versions of the application will not be graded or returned. Failure to complete application accurately will result in rejection of application. Central Management Services (CMS) will notify applicants of graded applications.

FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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01/04/2020

Job Title: **Reproduction Service Technician I**  
Agency: Transportation  
Closing Date/Time: Mon. 01/06/20 4:30 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC014**  
Bid ID#: **IPR#43857**

Requires knowledge, skill and mental development equivalent to completion of high school; ability to operate manual and automated machinery; and ability to bend and lift up to 50 lbs repeatedly.

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

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01/04/2020

Job Title: **Industrial Services Hygienist**  
Agency: Department of Labor  
Closing Date/Time: Thu. 01/09/20 11:59 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: **RC062**  
Bid ID#: **DOL 2020-20-200-15**

Requires a bachelor's degree with coursework in industrial hygiene, environmental or public health, occupational safety and health. Requires three years of professional experience in the industrial hygiene or environmental/public health field. Requires extensive knowledge of federal and state OSHA laws, standards and regulations and extensive knowledge of industrial hygiene concepts, common industrial occupational diseases, health hazards and toxic sources

Contact:

Illinois Department of Labor  
Attention: Ann Pufundt  
900 South Spring Street  
Springfield, IL 62704  
Fax (217) 782-0596

email to [DOL.104@illinois.gov](mailto:DOL.104@illinois.gov) with **DOL 2020-20-200-15** in the subject line.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/04/2020

Job Title: **Building/Grounds Maintenance Worker**  
Agency: State Police  
Closing Date/Time: Fri. 01/10/20 4:00 PM Central Time  
Salary: \$3,396.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **21-31-ISP19-225**

Requires knowledge, skill and mental development equivalent to completion of high school plus one year of maintenance work experience, preferably associated with the building construction and mechanical trades. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires the knowledge and ability to use hand and power tools, operate equipment and perform semi-skilled manual work in a safe manner. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position. Requires valid driver's license.

**Agency Contact**

**Apply via Email (include BID ID in Subject line) or USPS:**

**Illinois State Police/Human Resources**

**801 S. 7th St., Ste. 700 Annex**

**Springfield, IL 62703**

**[ISP.JobPostings@illinois.gov](mailto:ISP.JobPostings@illinois.gov)**

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01/04/2020

Job Title: Office Coordinator - Opt 2  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 01/06/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: CS4370

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

**WHERE TO APPLY**

Division of Child Support Personnel  
509 South 6th Street  
Springfield, IL 62701  
(217) 557-3900  
(217) 524-3960 FAX

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01/04/2020

Job Title: **Social Service Program Planner I**  
Agency: Aging  
Closing Date/Time: Thu. 01/09/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **AGE-20-18-20**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with degree in social services, gerontology, public administration, or health services administration. Requires one year of professional experience in community organization, social service work, or in program planning and development, preferably with experience working with federal and/or state programs that provide services to older adults or adults with disabilities

Agency Contact:  
Illinois Department on Aging  
Attn: Office of Human Resources  
One Natural Resources Way, Suite 100  
Springfield, IL 62702  
FAX: 217/557-4918  
EMAIL: [Aging.Hr.Assist@illinois.gov](mailto:Aging.Hr.Assist@illinois.gov)

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01/04/2020

Job Title: **DEPUTY MEDICAL COORDINATOR**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Tue. 01/21/20 11:59 PM Central Time  
Salary: See Position Description  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **PSC 21376**

To ensure that professional standards within the regulated medical professions are maintained, the Deputy Medical Coordinators will perform a variety of highly technical and complex services, be involved in advising and establishing professional advice and policies, along with handling confidential information, and interacting with citizens and constituents impacted by these regulated professions.

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Fax: 217-557-3022

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01/04/2020

Job Title: **Unemployment Insurance Revenue Analyst II - Opt SS**  
Agency: Employment Security  
Closing Date/Time: Tue. 01/07/20 11:59 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **Reposting RCRA 12314**

Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Accounting, Business, Mathematics or related field and three years professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois U I Act, employer rights/obligations related UI contributions, math concepts, data bases and hard copy information sources within IDES.

**Please note:** Applicants must submit a **current** version (dated 7/2019 or after) of the CMS100 Employment Application or CMS100B Promotional Application to the agency contact above. Older versions of the application will not be graded or returned. Failure to complete application accurately will result in rejection of application. Central Management Services (CMS) will notify applicants of graded applications.

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01/04/2020

Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Thu. 01/09/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 6  
Plan/BU: RC014  
Bid ID#: 1913093-1913098

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:  
Karen Wagner  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov) (Preferred)

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01/04/2020

Job Title: **Social Service Program Planner Iv**  
Agency: Children & Family Services  
Closing Date/Time: Wed. 01/08/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1967030-671583**

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 program planning and development; requires possession of a valid driver's license and ability to travel, including evening and weekend travel.

Samantha Haynes  
406 E. Monroe, Sta. 373  
Springfield, IL 62701  
217-558-7775  
Fax: 217-524-3970  
[samantha.j.haynes@illinois.gov](mailto:samantha.j.haynes@illinois.gov)

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).



01/04/2020

Job Title: **Senior Program Manager, Legal Technology Initiatives**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Wed. 01/08/20 5:00 PM Central Time  
Salary: \$62,244.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **309**

The Senior Program Manager, Legal Technology Initiatives is a non-supervisory, professional position responsible for identifying and recommending technology-based strategies for the Judicial Branch to address the growing numbers of self-represented litigants (SRL) and limited English proficient (LEP) litigants coming to court. Work is performed under the direct supervision of the Supervisory Senior Program Manager and Assistant Director of the Access to Justice Division.

8:30 a.m. - 5:00 p.m.  
Administrative Office of the Illinois Courts  
222 North LaSalle Street, 13th Floor  
Chicago, Illinois 60601

Barbara Black  
(217) 524-6429

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).



01/04/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 01/09/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1913102-138822**

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

Karen Wagner  
1911 S Indiana Ave  
9th Floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov) (Preferred)

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).



01/04/2020

## **Second Chance Program**

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

### **How to apply**

Job seekers need to actively participate in one of the 19 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, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

### **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.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).