



03/03/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

Performs regular inspection and preventative maintenance of vehicles on an established schedule. Utilizes diagnostic testing equipment to pinpoint problems. Test drives vehicles/equipment repaired such as maintenance trucks, pavement marking equipment, roller, graders, arrow-boards, mowers and snowplows including those requiring a CDL Class A with appropriate endorsement.

At the time the position is posted, interested applicants must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

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).



03/03/2020

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
OR
Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

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03/03/2020

Job Title: **Human Rights Investigator Trainee - Continuous**
Agency: Human Rights Department
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **IDHR49- Continuous**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

This position requires a current eligibility grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. Potential candidates must have a valid eligibility grade to be considered when positions are filled. 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).

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03/03/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-26403**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

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03/03/2020

Job Title: **Elevator Inspector**
Agency: State Fire Marshal
Closing Date/Time: Thu. 03/05/20 4:30 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **50-50-SFM20-002**

Requires knowledge, skill and mental ability equivalent to the completion of four years of college with a degree in Electronic, Electrical, Mechanical or related engineering field and five years of professional experience working with elevators. **Requires certification as a Qualified Elevator Inspector (ASME QEI-1) from an organization accredited by the American Society of Mechanical Engineers.** Requires a valid driver's license and ability to travel.

Agency Contact:

Office of the State Fire Marshal
Attn.: Kathy Fairfield
1035 Stevenson Drive
Springfield, Illinois 62703
Phone: 217-785-6746
Fax: 217-558-1424
Email: kathy.fairfield@illinois.gov

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03/03/2020

Job Title: **Veterans Service Officer - Spanish Speaking**
Agency: Veterans Affairs
Closing Date/Time: Fri. 03/13/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-20-14**

Requires knowledge, skill and mental development equivalent to two years of college with emphasis in business administration or public administration. Requires working knowledge of office management skills and techniques. Requires ability to manage an office efficiently and effectively to provide services to military personnel, veterans, their dependents and/or survivors, and to maintain records as required by the agency. Requires honorable discharge from service in the Armed Forces of the United States. The veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions:

- (i) The veteran must have served a total of at least 6 months
- (ii) The veteran served for the duration of hostilities regardless of the length of engagement.
- (iii) The veteran was discharged on the basis of hardship.
- (iii) The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions.

Send bid form and CMS100 to:
Sonia Gove
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-7208
Fax: (217) 557-7235

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03/03/2020

Job Title: **Technical Manager V Motor Carrier Safety Assistance Program (MCSAP) Compliance Unit Manager (Northern**
Agency: **Transportation**
Closing Date/Time: **Fri. 03/13/20 4:30 PM Central Time**
Salary: **\$6,145.00 - \$8,178.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#44111**

This position serves as a Motor Carrier Safety Assistance Program (MCSAP) Compliance Unit Manager for the Illinois Department of Transportation (IDOT) northern area. S/He promotes and enforces the Illinois and Federal Motor Carrier Safety Regulations (IMCSR, FMCSR), Hazardous Materials Regulations (HMR), and other applicable regulations. Assignments involve managing an area-wide program and planning and performing a broad range of compliance functions. This position is accountable for the administration of the department's MCSAP, encompassing segments of industry engaged in the shipment and transportation of materials over Illinois highways to gain compliance with established safety transportation regulations.

8:00 am – 4:30 pm Monday – Friday

Office of Finance and Administration / Bureau of Investigations and Compliance / 201 West Center Court, Schaumburg, IL

Agency Contact: Bureau of Personnel Management, 217/782-5594

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03/03/2020

Job Title: **Arts Council Program Representative**
Agency: Arts Council
Closing Date/Time: Fri. 03/13/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Part-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **18 (240)**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in the fine arts, liberal arts, performing arts, humanities, or closely related field. Requires two years of professional promotion of the arts. Experience with and/or working knowledge of professional development and artistic resources for individual artists. Requires knowledge of the policies and procedures, and programs of the Illinois Arts Council Agency. Requires traveling extensively throughout the state. Requires elementary knowledge of principles and practices of grants applications and monitoring. Prefers strong writing and computer skills needed for this position, such as MS Word, Excel, Access.

Submit by E-mail or US Mail

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



03/03/2020

Job Title: **Seasonal Engineering Intern - District 1**
Agency: Transportation
Closing Date/Time: Fri. 04/03/20 4:30 PM Central Time
Salary: \$17.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **50**
Bid ID#: **IPR#44272**

The Seasonal Engineering Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 18, 2020, through August 14, 2020. This position is accountable for providing engineering assistance for all aspects of highway-related design, construction, and maintenance projects.

7:00 am – 3:30 pm Monday – Friday (30 min lunch)

Office of Highways Project Implementation / Bureau of Construction / Region 1 / District 1 / 201 W Center Ct., Schaumburg, IL

Agency Contact: Bureau of Personnel Management, 217/782-5594

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03/03/2020

Job Title: **Registered Nurse II**
Agency: Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10-77-38132**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or (b) a bachelor's degree in nursing and one year of professional nursing experience or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory. Requires extensive knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to respond to and apply emergency medical techniques such as mouth to mask CPR, manual resuscitation, control of bleeding and airway maintenance. Requires ability to pass Crisis Prevention Intervention (CPI).

Employment Contact:

Alton Mental Health Center
Office of Human Resources & Labor Relations
Cedar Building
4500 College Ave
Alton, IL 62002
Phone: 618-474-3253 or 52
elton.arrindell@illinois.gov
Fax: 618-474-5538

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).



03/03/2020

Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Thu. 03/05/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 49-20-0165**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Masters Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in Microsoft Word and spreadsheet applications (i.e., Microsoft Word, Microsoft Outlook, Excel, Powerpoint). Requires ability to travel and a valid IL driver's license.

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.HRApplcations@illinois.gov

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03/03/2020

Job Title: **Underage Compliance Assistant**
Agency: Liquor Control Commission
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **100**
Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
217-782-6562 Phone
217-524-1911 Fax

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

Sign the application (bottom of first page)

Fax the application to: 217-524-1911 OR mail it to the Agency Contact address: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702.

You will be contacted if chosen for an interview.

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03/03/2020

Job Title: **Telecommunicator Trainee**
Agency: State Police
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-017**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

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

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03/03/2020

Job Title: **Storekeeper I**
Agency: Transportation
Closing Date/Time: Mon. 03/09/20 4:30 PM Central Time
Salary: \$4,049.00 - \$5,398.00 monthly
Job Type: Full-Time
Location: Cook County Zone 5, Illinois
Number of Vacancies: **1**
Plan/BU: **RC451**
Bid ID#: **IPR#44040**

6:30 A.M. – 3:00 P.M. (1/2 hour unpaid lunch)
NORTHBROOK MAINTENANCE FACILITY/COOK ZONE 5
1916 Techny Rd, Northbrook, IL 60062
District 1

Interested applicants must submit a CMS100 (rev 7/2019) to the agency contact and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by 4:30 P.M. on the closing date of this posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of this posting or a copy of this posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

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Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

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Springfield, IL 62702
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217-524-1911 Fax

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300 West Jefferson St., Suite 300

Springfield, IL 62702.

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03/03/2020

Job Title: **Telecommunicator Trainee**
Agency: State Police
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-017**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

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Illinois State Police/Human Resources

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

Springfield, IL 62703

ISP.JobPostings@illinois.gov

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Job Type: Full-Time
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Number of Vacancies: **1**
Plan/BU: **RC451**
Bid ID#: **IPR#44040**

6:30 A.M. – 3:00 P.M. (1/2 hour unpaid lunch)
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1916 Techny Rd, Northbrook, IL 60062
District 1

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03/03/2020

Job Title: **ASSISTANT ADMINSTRATOR FEP (NONCODE)**
Agency: Capital Development Board
Closing Date/Time: Fri. 03/06/20 4:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **CDB000180**

Knowledge, skill, and mental development equivalent to completion of four years of college with coursework in business, public or personnel administration or social sciences, or a related field. Requires one year experience in the area of human rights issues and administration.

Requires a thorough knowledge of composition, grammar, spelling, and punctuation, and arithmetic computations.

Requires ability to: manage a major statewide program, maintain accurate records, communicate effectively both orally and in writing; and to interpret and apply the Human Rights Act in discrimination cases.

Agency Contact:

Wanda Trumbo
Human Resources Specialist
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-524-7510
Email: wanda.trumbo@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 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).



03/03/2020

Job Title: **Revenue Collection Officer Trainee**
Agency: Revenue
Closing Date/Time: Wed. 03/04/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 2, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 21733**

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires a valid driver's license and/or the ability to travel, often keeping irregular hours in the conduct of collection activities. Prefers experience utilizing computer systems and on-line tools to conduct research.

Special Requirement: As a condition of employment, the employee will be required to live within Cook County – Zone 2.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

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).



03/03/2020

Job Title: Office Associate - Opt 2
Agency: Public Health
Closing Date/Time: Tue. 03/03/20 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#: IDPH 44-19-0038

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Prefers a working knowledge of legal, social and medical terminology. Requires the ability to type accurately at 45 words per minutes.

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.HRApplcations@illinois.gov

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03/03/2020

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.

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