

State of Illinois
Bruce Rauner, Governor

Department of Employment Security
Jeff Mays, Director

Winning Job Opportunities

A Guide for the Formerly Incarcerated in Illinois – 2015



Introduction

The Illinois Department of Employment Security has helped hundreds of formerly incarcerated men and women to find jobs, and we want to help you. Having a prison record may make it harder for you to get certain jobs, but there are many employers looking for workers with a good attitude and a willingness to work hard.

This publication describes some of the best jobs in Illinois for each education level. The jobs listed here provide both the most openings each year and the most opportunities for the formerly incarcerated. Take a look at the list for your education level to see which jobs seem best for you. Then, take a look at the jobs at higher education levels to plan your future. The more education and training you obtain, the more job opportunities you will have and the more money you will be able to earn.

The Illinois Department of Employment Security offers specialized services to job seekers and employers through its Re-entry Employment Service Program (RESP). RESP prepares formerly incarcerated people for work, develops jobs for them, and helps them transition into their new jobs. Reentry

Liaisons are available at IDES offices throughout Illinois to help match employers with qualified formerly incarcerated job seekers.

To find the RESP Liaison nearest you, please call 312-793-1597 or 312-793-9741 or look online at www.ides.illinois.gov/Pages/Re-Entry_Employment_Service_Program.aspx.

For more information about careers, visit the Illinois Career Information System (CIS) website at www.ides.illinois.gov/Pages/Career_Information.aspx.

CIS provides a wealth of resources to help you plan your career. Features include comprehensive information on occupations, education, and region-specific data, including wage information, annual job openings, and projected employment. For any questions, please call our toll-free number at : 877-566-6230 or e-mail us at des.cis@illinois.gov.

Best wishes in your job search!

Helpful Links

Illinois Career Information System

www.ides.illinois.gov/Pages/Career_Information.aspx

IL Dept. of Employment Security – Ex-Offenders

For Individuals: www.ides.illinois.gov/Pages/Re-Entry_Employment_Service_Program.aspx

For Employers: www.ides.illinois.gov/Pages/Re-Entry_Employment_Service_Program_Employers.aspx

Employer Tax Credits

http://www.ides.illinois.gov/Pages/Tax_Credit_Programs.aspx

IL Dept. of Financial and Professional Regulation

www.idfpr.com

Adult Basic Education Programs

www.ilcco.net/AdultEd/index1.cfm

Career Coach/Women Employed

www.womenemployed.org/index.php?id=38

Illinois Legal Aid Online

www.illinoislegalaid.org

Illinois Occupations with the Most Openings Each Year

The table lists those occupations which are most accessible to the formerly incarcerated and are expected to provide the most annual job openings each year. Short-term on-the-job training is where the average worker can achieve the necessary skill levels in just a few days, weeks, or months through observing experienced workers and asking questions.

Short-Term On-the-Job Training

Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
Laborers & Freight & Stock Movers, Hand	6,012	\$9.07	\$15.20	Active Listening, Reading Comprehension, Instructing	Manually move freight, stock, or other materials or perform other unskilled general labor.
General Office Clerks	3,310	\$10.29	\$18.69	Active Listening, Reading Comprehension, Speaking	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures.
Janitors & Cleaners, ex. Maids/Housekeepers	3,041	\$9.34	\$15.56	Reading Comprehension, Active Listening, Speaking	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.
Stock Clerks & Order Fillers	2,305	\$8.94	\$14.44	Active Listening, Reading Comprehension, Mathematics	Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders.
Maids & Housekeeping Cleaners	1,685	\$8.78	\$12.19	Reading Comprehension, Time Management, Speaking	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in an orderly manner.
Landscaping & Groundskeeping Workers	1,615	\$9.46	\$15.04	Equipment Maintenance, Active Listening, Speaking	Landscape or maintain grounds of property using hand or power tools or equipment.
Food Preparation Workers	1,320	\$8.79	\$10.59	Active Listening, Speaking, Reading Comprehension	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.
Receptionists & Information Clerks	1,253	\$9.92	\$15.56	Active Listening, Speaking, Reading Comprehension	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.
Farmworkers/Laborers, Crop/Nursery/Greenhouse	1,032	\$9.60	\$16.93	Equipment Maintenance, Repairing, Equipment Selection	Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. May repair fences and farm buildings, or participate in irrigation activities.

For a complete listing of occupations, wages and skills information, visit Labor Market Information at <http://www.ides.illinois.gov/LMI/Pages/default.aspx>. For the Career Information System, visit http://www.ides.illinois.gov/Pages/Career_Information.aspx. Data source: Illinois Department of Employment Security, Economic Information and Analysis Division: 2012-2022 Long-Term Projections; 2014 Wage data.

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Short-Term On-the-Job Training (continued)

Occupational Title	Annual Openings	Entry	Experienced	Skills	Description
Shipping, Receiving, & Traffic Clerks	930	\$10.66	\$17.79	Active Listening, Reading Comprehension, Speaking	Verify and keep records on incoming and outgoing shipments. Prepare items for shipment.
Industrial Truck & Tractor Operators	649	\$10.57	\$17.52	Operation & Control, Operation Monitoring, Coordination	Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.
Packaging & Filling Machine Operators	565	\$9.03	\$15.54	Reading Comprehension, Quality Control Analysis, Active Listening	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.
Cooks, Fast Food	470	\$8.79	\$9.66	Active Listening, Speaking, Reading Comprehension	Prepare and cook food in a fast food restaurant with a limited menu.
Production, Planning, & Expediting Clerks	283	\$13.17	\$26.28	Active Listening, Reading Comprehension, Coordination	Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.
Nonfarm Animal Caretakers	222	\$8.76	\$11.79	Active Listening, Time Management, Speaking	Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice.

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Moderate-Term On-the-Job Training

Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
Customer Service Representatives	4,291	\$11.34	\$20.70	Active Listening, Reading Comprehension, Monitoring	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
Construction Laborers	1,992	\$12.98	\$30.75	Active Listening, Coordination, Equipment Selection	Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel & shaft excavations, & demolition sites. May operate hand & power tools of all types.
Truck Drivers, Heavy & Tractor Trailer	1,990	\$14.80	\$25.45	Equipment Maintenance, Active Listening, Time Management	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form.
Bookkeeping, Accounting, & Auditing Clerks	1,140	\$11.86	\$22.01	Mathematics, Reading Comprehension, Time Management	Compute, classify, and record numerical data to keep financial records complete.
Inspectors, Testers, Sorters, & Weighers	634	\$10.69	\$21.07	Quality Control Analysis, Active Listening, Reading Comprehension	Inspect, test, sort, sample, or weigh materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.
Social & Human Service Assistants	379	\$10.06	\$17.80	Service Orientation, Social Perceptiveness, Active Listening	Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families.
Printing Press Operators	186	\$11.95	\$22.41	Operation & Control, Operation Monitoring, Troubleshooting	Set up or operate various types of printing machines, presses, or screen printers to produce print on paper or other materials.
Roofers	125	\$13.52	\$26.73	Installation, Coordination, Speaking	Cover roofs of structures with shingles, slate, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.
Hazardous Materials Removal Workers	28	\$12.86	\$26.74	Operation Monitoring, Active Listening, Critical Thinking	Identify, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, contaminated soil, etc.

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Long-Term On-the-Job Training

Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
General Maintenance & Repair Workers	1,278	\$11.83	\$24.18	Equipment Maintenance, Repairing, Troubleshooting	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.
Supervisors of Food Preparation Workers	1,244	\$10.08	\$17.11	Speaking, Active Listening, Time Management	Supervise workers engaged in preparing and serving food.
Cooks, Restaurant	1,242	\$9.06	\$12.34	Active Listening, Reading Comprehension, Speaking	Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants.
Machinists	979	\$12.31	\$22.49	Operation Monitoring, Quality Control Analysis, Operation & Control	Set up and operate a variety of machine tools to produce precision parts and instruments.
Carpenters	809	\$13.40	\$34.30	Mathematics, Time Management, Active Listening	Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, hardwood floors, window and door frames.
Electricians	766	\$21.03	\$39.92	Troubleshooting, Repairing, Active Listening	Install, maintain, and repair electrical wiring, equipment, and fixtures.
Plumbers, Pipefitters, & Steamfitters	350	\$20.90	\$41.34	Installation, Critical Thinking, Instructing	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases.
Automotive Body & Related Repairers	249	\$13.96	\$27.12	Equipment Selection, Repairing, Troubleshooting	Repair and refinish automotive vehicle bodies and straighten vehicle frames.
Bakers	240	\$9.19	\$13.93	Instructing, Judgment & Decision Making, Time Management	Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.

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1-2 Years of Vocational Training or College (Associate's Degree)

Occupational Title	Annual Openings	Entry	Experienced	Skills	Description
Automotive Service Technicians and Mechanics	1,014	\$11.20	\$25.21	Troubleshooting, Repairing, Equipment Selection	Diagnose, adjust, repair, or overhaul automotive vehicles.
Hairdressers, Stylists, & Cosmetologists*	872	\$8.76	\$15.84	Active Listening, Speaking, Time Management	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp.
Computer User Support Specialists	648	\$15.73	\$30.63	Active Listening, Speaking, Reading Comprehension	Provide technical assistance to computer system users.
Welders, Cutters, Solderers, & Brazers	414	\$12.46	\$20.97	Active Listening, Mathematics, Equipment Selection	Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
Medical Records & Health Info Technicians	296	\$12.02	\$21.73	Active Listening, Reading Comprehension, Speaking	Compile, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, and legal requirements of the health care system.
Bus/Truck Mechanics & Diesel Eng. Specialists	289	\$14.41	\$26.94	Equipment Maintenance, Troubleshooting, Repairing	Diagnose, adjust, repair or overhaul trucks, buses, and all types of diesel engines. Include mechanics working primarily with automobile diesel engines.
Farm Equipment Mechanics	103	\$12.23	\$20.71	Repairing, Troubleshooting, Equipment Maintenance	Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.
Prepress Technicians & Workers	54	\$13.29	\$22.25	Active Listening, Reading Comprehension, Active Learning	Set up and prepare material for printing presses. Include prepress functions, such as typesetting, layout, paste-up, camera operating, scanning, film stripping, and photoengraving.

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* Requires licensing by the State of Illinois. A Certificate of Relief from disabilities may remove barriers to employment for the formerly incarcerated.