

State of Illinois

Department of Employment Security



Winning Job Opportunities

A Guide for the Formerly Incarcerated in Illinois

2007 - 2008 edition



www.ILWorkInfo.com/icrn

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. Re-entry 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 on-line at www.ides.state.il.us/exoffenders/.

For more information about careers, visit the Illinois Career Resource Network (ICRN) website at www.ILWorkInfo.com/ICRN. The ICRN 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) 513-1987 or e-mail us at des.icrn@illinois.gov.

Best wishes in your job search!



Helpful Links

Illinois Career Resource Network
www.ILWorkInfo.com/icrn

IL Dept. of Employment Security – Serving Ex-Offenders
www.ides.state.il.us/exoffenders/

Employer Tax Credits
www.ides.state.il.us/employer/uitax/credits.asp

Governor's Working Group on Community Safety and Re-entry
http://www.illinois.gov/publicincludes/documents/governor_reentry_commission_report_final.pdf

IL Dept. of Financial and Professional Regulation
www.idfpr.com

Adult Basic Education Programs
www.ilcco.net/AdultEd/index1.cfm

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

Hire Network
http://www.hirenetwork.org/admin/clearinghouse.php?state_id=IL

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 and Freight, Stock, and Material Movers, Hand	6,775	\$7.27	\$12.56	Equipment Selection, Installation, Reading Comprehension	Manually move freight, stock, or other materials or perform other unskilled general labor.
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	3,750	\$7.39	\$12.65	Equipment Maintenance, Repairing, Troubleshooting	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.
General Office Clerks	2,950	\$8.12	\$14.33	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.
Stock Clerks and Order Fillers	2,675	\$7.48	\$12.28	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.
Receptionists and Information Clerks	1,950	\$8.34	\$13.32	Active Listening, Speaking, Reading Comprehension	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.
Landscaping and Groundskeeping Workers	1,650	\$7.70	\$13.02	Equipment Selection, Operation & Control, Equipment Maintenance	Landscape or maintain grounds of property using hand or power tools or equipment.
Maids and Housekeeping Cleaners	1,625	\$7.17	\$9.61	Service Orientation, Active Listening, Equipment Selection	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner.
Cooks, Fast Food	1,475	\$6.82	\$8.40	Active Listening, Operation & Control, Equipment Selection	Prepare and cook food in a fast food restaurant with a limited menu.
Industrial Truck & Tractor Operators	750	\$10.23	\$17.38	Operation & Control, Equipment Selection, Equipment Maintenance	Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

For a complete listing of occupations, wages and skills information, visit LMI Source at lmi.ides.state.il.us. For career information, visit www.ILWorkInfo.com/ICRN.
Data source: Illinois Department of Employment Security, Economic Information and Analysis Division: 2004-2014 Long-term projections; 2006 Wage data.

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 (continued)

Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
Shipping, Receiving, and Traffic Clerks	725	\$8.95	\$15.49	Active Listening, Reading Comprehension, Time Management	Verify and keep records on incoming and outgoing shipments. Prepare items for shipment.
Packaging and Filling Machine Operators	700	\$7.96	\$15.24	Operation Monitoring, Operation & Control, Equipment Maintenance	Operate or tend machines to prepare industrial or consumer products for storage or shipment.
Production, Planning, and Expediting Clerks	375	\$12.96	\$22.58	Reading Comprehension, Monitoring, Coordination	Coordinate and expedite the flow of work and materials between departments of an establishment according to production schedule. Also, report on progress of work, inventory levels, costs, and production problems.
Farmworkers/Laborers, Crop, Nursery, Greenhouse	350	\$7.76	\$12.10	Operation & Control, Operation Monitoring, Equipment Maintenance	Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Duties may include applying pesticides; cleaning, grading, sorting, harvested products.
Nonfarm Animal Caretakers	150	\$7.44	\$11.99	Reading Comprehension, Speaking, Active Listening	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.

For a complete listing of occupations, wages and skills information, visit LMI Source at lmi.ides.state.il.us. For career information, visit www.ILWorkInfo.com/ICRN.
Data source: Illinois Department of Employment Security, Economic Information and Analysis Division: 2004-2014 Long-term projections; 2006 Wage data.

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. Moderate-term on-the-job training describes training for occupations where in one to twelve months of combined on-the-job experience and informal classroom activities the average worker can achieve necessary skill levels. This training generally includes observing experienced workers and assuming greater job responsibilities as lower-level job skills are mastered.

Moderate-Term On-The-Job Training					
Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
Customer Service Representatives	2,800	\$9.84	\$18.24	Active Listening, Reading Comprehension, Speaking	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
Truck Drivers, Heavy and Tractor-Trailer	2,275	\$12.81	\$22.04	Operation & Control, Equipment Maintenance, Reading Comprehension	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, and Auditing Clerks	1,800	\$10.27	\$17.75	Mathematics, Reading Comprehension, Time Management	Compute, classify, and record numerical data to keep financial records complete.
Construction Laborers	675	\$11.40	\$27.18	Equipment Selection, Operation & Control, Mathematics	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.
Inspectors/Testers/Sorters/Weighers	500	\$9.46	\$18.37	Quality Control Analysis, Operation Monitoring, Operation & Control	Inspect, test, sort, sample, or weigh materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.
Social and Human Service Assistants	450	\$8.75	\$14.57	Active Listening, Speaking, Writing	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.
Roofers	275	\$13.85	\$25.81	Equipment Selection, Operation & Control, Coordination	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.
Printing Machine Operators	250	\$9.04	\$18.69	Operation & Control, Operation Monitoring, Equipment Selection	Set up or operate various types of printing machines, presses, or screen printers to produce print on paper or other materials.
Hazardous Materials Removal Workers	75	\$14.03	\$24.47	Reading Comprehension, Writing, Mathematics	Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, contaminated soil, etc.

For a complete listing of occupations, wages and skills information, visit LMI Source at lmi.ides.state.il.us. For career information, visit www.ILWorkInfo.com/ICRN.
Data source: Illinois Department of Employment Security, Economic Information and Analysis Division: 2004-2014 Long-term projections; 2006 Wage data.

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. Long-term on-the-job training describes occupations that usually require more than one year of on-the-job training or a combination of classroom instruction and work experience such as formal or informal apprenticeships, many of which last up to four years.

Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
Maintenance and Repair Workers, General	1,425	\$11.20	\$21.91	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.
Carpenters	1,400	\$14.58	\$29.37	Active Listening, Mathematics, Equipment Selection	Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including, joists, studding, and rafters, window and door frames, and hardwood floors.
Cooks, Restaurant	1,375	\$7.14	\$10.54	Active Listening, Reading Comprehension, Speaking	Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants.
Electricians	950	\$18.97	\$32.00	Installation, Active Listening, Reading Comprehension	Install, maintain, and repair electrical wiring, equipment, and fixtures.
Supervisors of Food Preparation Workers	950	\$9.46	\$18.17	Speaking, Active Listening, Time Management	Supervise workers engaged in preparing and serving food.
Plumbers, Pipefitters, and Steamfitters	825	\$17.52	\$35.14	Installation, Active Listening, Repairing	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases.
Machinists	575	\$10.76	\$19.52	Operation & Control, Operation Monitoring, Mathematics	Set up and operate a variety of machine tools to produce precision parts and instruments.
Automotive Body & Related Repairers	300	\$12.12	\$23.37	Equipment Selection, Repairing, Troubleshooting	Repair and refinish automotive vehicle bodies and straighten vehicle frames.
Bakers	275	\$7.46	\$12.46	Operation & Control, Reading Comprehension, Mathematics	Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.

For a complete listing of occupations, wages and skills information, visit LMI Source at lmi.ides.state.il.us. For career information, visit www.ILWorkInfo.com/ICRN.
Data source: Illinois Department of Employment Security, Economic Information and Analysis Division: 2004-2014 Long-term projections; 2006 Wage data.

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. One to two years of vocational training or college (Associate's Degree) describes the necessary hiring requirements for a variety of occupations. Training programs range from one to two years in length and can include apprenticeships or full-time academic work (Associate's Degree).

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

Occupational Title	Annual Openings	Hourly Wages		Skills	Description
		Entry	Experienced		
Automotive Service Technicians and Mechanics	1,325	\$9.98	\$21.30	Troubleshooting, Repairing, Equipment Selection	Diagnose, adjust, repair, or overhaul automotive vehicles.
Computer Support Specialists	650	\$13.67	\$27.35	Troubleshooting, Reading Comprehension, Critical Thinking	Provide technical assistance to computer system users.
Hairdressers, Hairstylists, and Cosmetologists*	650	\$6.86	\$13.36	Active Listening, Speaking, Time Management	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp.
Welders, Cutters, Solderers, and Brazers	425	\$11.43	\$18.81	Operation & Control, Equipment Selection, Equipment Maintenance	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.
Bus/Truck Mechanics & Diesel Engine Specialists	350	\$12.77	\$22.91	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.
Medical Records and Health Information Technicians	275	\$9.17	\$15.32	Active Listening, Reading Comprehension, Time Management	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.
Prepress Technicians and Workers	100	\$12.77	\$20.83	Operation & Control, Equipment Selection, Operations Analysis	Set up and prepare material for printing presses. Include prepress functions, such as compositing, typesetting, layout, paste-up, camera operating, scanning, film stripping, and photoengraving.
Farm Equipment Mechanics	25	\$10.26	\$17.47	Equipment Maintenance, Installation, Repairing	Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.

For a complete listing of occupations, wages and skills information, visit LMI Source at lmi.ides.state.il.us. For career information, visit www.ILWorkInfo.com/ICRN.

Data source: Illinois Department of Employment Security, Economic Information and Analysis Division: 2004-2014 Long-term projections; 2006 Wage data.

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

For more information, go to www.ides.state.il.us/exoffenders/.