



City of Chicago
Richard M. Daley, Mayor

Department of Human Resources

Jacqueline P. King
Commissioner

City Hall, Room 1100
121 North LaSalle Street
Chicago, Illinois 60602-1209
(312) 744-4966 (Voice)
(312) 744-1521 (FAX)
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<http://www.cityofchicago.org>

Administration
Employment Services
Information Services

City Hall, Room 1100-1102
(312) 744-4962 (Voice)
(312) 744-4976 (Voice)
(312) 744-4954 (Voice)
(312) 744-1521 (FAX)

Employee Assistance Program
(312) 747-0399 (Voice)
(312) 747-8970 (FAX)

Office of Compliance
Labor Relations
Sexual Harassment
Workforce Compliance
DePaul Center, Suite 330
333 South State Street
Chicago, Illinois 60604-3973
(312) 747-8960 (Voice)
(312) 747-8975 (Voice)
(312) 747-8988 (Voice)
(312) 747-8981 (Voice)
(312) 747-8971 (FAX)

Strategic Services
DePaul Center, Suite 520
333 South State Street
Chicago, Illinois 60604-3975
(312) 747-7277 (Voice)
(312) 747-0405 (FAX)
(312) 747-8972 (Voice)
(312) 747-8971 (FAX)



BY FAX AND U.S. MAIL

October 12, 2007

Mr. Roger McGinty
Business Representative
International Union of Operating Engineers – Local 399
763 W. Jackson Boulevard
Chicago, Illinois 60661

RE: On Line Applications:

Dear Mr. McGinty:

This is to inform you that the City of Chicago is implementing a new “on line process” for the submission of employment applications. This new process named “CAREERS” is a system designed to make the employment application process more convenient and accessible for candidates seeking employment with the City of Chicago.

Specifically, the system will enable applicants to complete a “candidate profile” that allows them to receive e-mail notification regarding future employment opportunities in which they may be interested. Job seekers will also be able to save their “candidate profile” on the “CAREERS” system and use the information in completing future job applications.

“CAREERS” enables candidates to complete applications from any computer with internet access 24 hours a day, 365 days a year. In addition to an applicant’s personal computer, computers located at the following sites will have access to the “CAREERS” system:

City Hall – Human Resources Room 100
All Chicago WorkForce Center locations
Eighty (80) Chicago Public Branch Libraries

Additionally, in Room 100 at City Hall, support staff will be available to assist applicants in completing online profiles and applications.

Please note that one of the new benefits realized with the implementation of the “Careers” system is that operating Departments’ Bid Announcements will be posted on the “CAREERS” *intranet* site for employees’ access. Positions that the City is currently accepting applications for, i.e. open to the public, will appear on the “CAREERS” *internet* web site.

Please be advised that nothing in this new process affects the contractual post and bid language that exists in our current Collective Bargaining Agreements. Notice of vacancies will continue to be posted in the operating Departments and employees



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represented by your Union will continue to be able to submit paper bids as detailed on a Department's Bid Announcement.

It should be noted that there is one significant change that is being implemented as a result of the establishment of these new processes. The current practice of allowing City employees to apply for any position, at any time, is being discontinued. In the future, applications for open positions will only be available and accepted when open to the general public.

The City is working toward a completely online post and bid process with a target date of late March 2008. However, nothing will be implemented before notice and discussion with the union to ensure that there are sufficient provisions to ensure the continued ability of represented employees to bid on bargaining unit positions.

Should you have any questions please call me at (312)747-8975.

Sincerely,



Donald J. O'Malley
Director of Labor Relations

DJOM/ret

cc: B. Murphy
J. P. King
T. Ladner
D. Johnson
J. Brennwald
C. Porter
M. Gomez
C. Hamburger
M. Burton
K. Morris-Lee
D. Smith
M. Duffee