



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM II

Contract Compliance Specialist
Region 5/District 9/Executive
Highways
Carbondale

Attachments
40902

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager II	Salary Range:	\$4,105 - \$7,315
Position Title:	Contract Compliance Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-59-000-00-01	IPR#:	40902

Office/Central Bureau/District/Work Address:

Division of Highways/Region 5/District 9/Executive, 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for assisting with the implementation and monitoring of the Equal Employment Opportunity (EEO), Labor Compliance and Disadvantaged/Women Business Enterprise Program provisions that apply to all state-supervised construction projects in the District.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Extensive districtwide travel and occasionally outside the district, which may include overnight stays; overtime as needed

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business or construction management
- Two years' experience in public or business administration activities, construction management or any equivalent combination of experience and training
- Thorough understanding of federal and state laws and regulations pertaining to EEO/Affirmative Action and Labor Compliance including Disadvantaged/Women Business Enterprise Provisions
- Understanding of highway construction activities and the technical language used
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with contractors, sub-contractors, and various state, federal and civic groups, along with the ability to resolve conflict

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

****Position requires performing outdoor work reviews in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, muddy, night time), and active construction sites and roadways open to traffic.****

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 17, 2015	POSITION:	Contract Compliance Specialist
APPROVED BY:	Jeffrey Keirn	OFFICE/DIVISION:	Highways, District 9, Executive
CODE:	PW412-23-59-000-00-01	REPORTS TO:	Contract Compliance Officer

Position Purpose

This position is accountable for assisting with the implementation and monitoring of the Equal Employment Opportunity (EEO), Labor Compliance and Disadvantaged/Women Business Enterprise Program provisions that apply to all state supervised construction projects in the District.

Dimensions

Number of Annual Contracts:	70-100
Annual Value of Contracts:	\$130 - \$150 Million
DBE/WBE Contracts:	140 – 200
Annual Subcontractor Requests:	300 - 6000

Nature and Scope

This position reports to the Contract Compliance Officer. No subordinates report to this position.

This position operates within an environment of numerous State and Federal regulations which dictate the steps a contractor must take to be in compliance with EEO, Labor and DBE/WBE Contract Special Provisions. Failure on the part of a contractor to comply may result in adverse legal and financial consequences. This position is responsible for fostering positive EEO/Labor attitudes, while ensuring that EEO and Labor Compliance provisions for highway improvement contracts in the District are followed.

Typical problems faced by the incumbent include maintaining a constant knowledge of ever-changing EEO and DBE/WBE rules and regulations, assisting in the coordinating of all EEO and DBE/WBE programs, assembling and analyzing weekly, monthly, quarterly, semi-annual EEO and DBE/WBE data required by Federal mandate. The greatest challenge of this position is to assist in the improvement of existing programs with the objective of maintaining Illinois Department of Transportation compliance and eligibility for Federal funding under the EEO and DBE/WBE special provisions.

The incumbent assists the Contract Labor Compliance Officer in the implementation and control of a program which monitors all contractors and subcontractors, and accumulates data relevant to minority/female utilization as employees or in DBE/WBE Enterprises. The position is required to assist in the design and control of an information system that reflects usage of minorities, and women by a contractor and to advise those contractors if there is evidence of unsatisfactory employment practices. In this capacity the position offers functional guidance to contractors and/or unions. The position is also required to assist in the review of final documentation paperwork to ensure compliance is being obtained. This position assists with recommending changes in the content of long range and annual EEO DBE/WBE goals and objectives.

This position assists with providing prompt, complete, and objective investigation of all complaints alleging discrimination concerning contractor and subcontractor compliance and to provide an appropriate response to the allegations. The incumbent assists in representing the District at professional and public meetings with state, federal and civic groups in the area of EEO and DBE/WBE; participates in seminars with all types of EEO officials to jointly develop improved techniques for implementing EEO policies and programs; assists with

the planning and conducting of training programs to make contractors and their supervisors aware of the EEO requirements and generally improve program management within the District.

This position operates under various state and federal regulations and executive orders pertaining to EEO and labor compliance. This position resolves routine compliance problems. Issues of significant non-compliance are forwarded to the Contract Compliance Officer. This position requires a valid driver's license; extensive travel within the District and occasionally outside the District as well, which could include overnight stays; overtime during evenings, and to perform outdoor work reviews in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, muddy, night time), and active construction sites and roadways open to traffic.

While performing the functions of this position, the incumbent will have personal contact with various levels of IDOT management, community organizations, contractors, state and federal agencies, and unions. This contact will require state-wide traveling, which may include extensive same day travel and occasional overnight travel, as well as some overtime.

The performance of this position is measured by the absence of deficiency citations in departmental or federal inspections, and by the District's compliance with assigned standards regarding participation by disadvantaged women's businesses.

Principal Accountabilities

1. Ensures contractor compliance with Contract Special Provisions relating to EEO Labor Compliance Special Provisions.
2. Aids contractors in maintaining pre-assigned minority and female representation and recommends actions to remedy deficiencies.
3. Maintains effective liaison with contractors, state personnel and public organizations that facilitates equal opportunity compliance.
4. Ensures accurate and timely submittal of required reports.
5. Performs office, field, and analytical duties as assigned by the Contract Compliance Officer.
6. Provides for optimum compliance with the Disadvantaged Business Enterprises and Women's Business Enterprise programs through assisting with the coordination and monitoring.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.