



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 14, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, March 17, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, March 30, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 the Bureau of Personnel Management at 217/782-5594.

TM IV

Contract Compliance Officer
Region 2/ District 3/ Administrative Services
Office of Highways Project Implementation
Ottawa

Attachments
40942

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, March 30, 2017, 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.

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Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Contract Compliance Officer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-53-000-00-01	IPR#:	40942

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / District 3 / Bureau of Administrative Services / 700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for administering and implementing the Equal Opportunity (EEO), Labor Compliance and the Disadvantaged Business Enterprise (DBE) Program policies and provisions, including the appropriate utilization of minorities and women in the work force, on all district contracts where federal funds are involved.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

Desired:

- Four years of college preferably with major courses in business or public administration or equivalent training and experience
- Five years' experience in business or public administration or governmental operations
- Strong oral and written communication skills; strong human relations skills
- Working knowledge of computer software
- Knowledge and experience of EEO/Labor Compliance Rules and Regulations

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

compliance reviews with state and federal Compliance Officers; attends pre-construction pre-bid conferences to explain EEO and Labor Compliance responsibilities to contractors; and investigates and solves complaints, if possible, and provides appropriate responses. S/He is involved in assisting construction firms in Disadvantaged Business Enterprise (DBE) programs and activities and seeks out new firms for eligibility. The incumbent recommends and assists the Department and contractors in setting and meeting both short and long range and annual or contract DBE goals and monitors their progress. S/He assists in established DBE percentages necessary to meet the required district goal or which construction projects are to be set aside for DBE contractors. The incumbent is responsible for effective liaison between the district, various supportive services, contractors, and suppliers. S/He participates in training of IDOT personnel and local agencies personnel. Extensive outreach efforts and development of effective workshops will be required in the support of meeting departmental EEO/DBE goals and objectives.

The incumbent works within the established guidelines of federal and state regulations pertaining to Equal Employment and Labor Wage requirements and the Surface Transportation Act. S/He has broad latitude when actively applying these regulations. Problems of a unique nature are referred to the supervisor for resolution. This position will require district-wide travel in the accomplishment of goals.

Internal contacts are with various levels of departmental management. External contacts include working relationships with Regional and Division EEO Administrator of the Federal Highway Administration, the Department of Labor, minority communities and organizations, union and local government units.

The effectiveness of this position is measured by the degree of compliance with Equal Employment Opportunity and Labor Compliance programs, applicable federal/state legislation, Executive Orders, and departmental rules and regulations in an effort to avert the possibility of losing federal funds and minimizing the occasion of legal action against the region and regional contracts.

Principal Accountabilities

1. Monitors conformance to existing EEO and Labor Compliance policies and conducts reviews or studies. Provides interpretation and analysis of policies which are of a sensitive and confidential nature.
2. Recommends courses of action and programs to the Regional Construction Engineer regarding Labor and EEO compliance provisions.
3. Supervises and/or performs contract EEO/Labor Compliance and Trainee Records Inspection of contractors performing work for the department.
4. Coordinates and monitors the Disadvantaged Business Enterprises Program. Recommends DBE goals on projects for each letting. Recommends set-aside projects for lettings.
5. Establishes and maintains continuous status of percentages of district goals and ensures it is met. Makes recommendations regarding pre-post award waivers on construction contracts and contractors.
6. Supervises and/or conducts inspections relative to contract compliance reviews and complaints. Ensures compilation of current and accurate EEO statistical data or submittal to state/federal authorities.
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.