



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: May 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 8, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, May 19, 2017**. 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 the Bureau of Personnel Management at 217/782-5594.

TM IV

Information Systems Specialist
Bureau of Operations
Office of Highways Project Implementation
Springfield

Attachments
41272

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 **Friday, May 19, 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.

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 IV | Salary: | \$5,015 - \$7,085* |
| Position Title: | Information Systems Specialist | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW414-23-75-601-60-02 | IPR#: | 41272 |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Bureau of Operations/ 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the production, analysis and distribution of a variety of complex management reports developed through the Maintenance Management Information (MMI) System, Asset Management Program (AMP) system,, and other information systems used by the Bureau of Operations statewide; and providing training and assistance to the districts on information systems matters.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel with overnight stays

Desired:

- Four years of college preferably with major courses in computer science, information technology and/or information systems
- Five years of experience in information technology and/or information systems or equivalent combination of experience and training
- Ability to maintain harmonious relationships with employees, agency officials, and the general public
- Ability to complete assigned tasks in a timely manner; prioritizing and monitoring the completion of tasks
- Ability to review all aspects of problems and make recommendations for resolution

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|-----------------------|-------------------------|----------------------------------------------------------------|
| DATE: | July 13, 2016 | POSITION: | Information Systems Specialist |
| APPROVED BY: | Amy Eller | OFFICE/DIVISION: | Office of Highways Project Implementation/Bureau of Operations |
| CODE: | PW414-23-75-601-60-02 | REPORTS TO: | Maintenance Services Engineer |

Position Purpose

This position is accountable for the production, analysis and distribution of a variety of complex management reports developed through the Maintenance Management Information (MMI) System, Asset Management Program (AMP) system, and other information systems used by the Bureau of Operations statewide. This position also provides training and assistance to the districts on information systems matters.

Dimensions

| | |
|-----------------------------------------------------------|-----------------------------------------------------------------------|
| Comprehensive Maintenance Information Systems Involving: | |
| Subsection Costs Entered: | 2,700 |
| Team Sections Supported: | 125 |
| Computer Systems Supported: | 100 |
| Computer Programs Supported: | 158 |
| Management Reports Generated: | 70 |
| Data Bases Supported: | 10 |
| Workstation Sites at Districts/Team Sections: | 250+ |
| Training Assistance Provided: | 90 Technical and 250 Non-Technical Maintenance Employees Statewide |
| Monthly Annual Work Planning/Daily Information Reporting: | 2,010 Maintenance Field Personnel |
| Maintenance Work Activities: | 108 |
| Work Program Categories: | 10 |
| Annual Maintenance Expenditures Tracked/Monitored: | \$176 Million |

Nature and Scope

This position reports to the Maintenance Services Engineer. There are no subordinates reporting to this position.

The incumbent is instrumental in producing, analyzing and distributing a large variety of cost, production, planning and complex management reports using data obtained from the Maintenance Management Information (MMI) System and the Agile Assets-based Asset Management Program (AMP) system. These are very large complex systems that produce the essential information necessary to efficiently evaluate and manage the entire highway maintenance and traffic operation. Daily cost and production information is entered in the MMI system for approximately 2,100 highway maintenance field employees. The incumbent is responsible for making a continuous effort to analyze and judge the system to ensure that the data generated is accurate, information is produced on a timely basis and is in the most useful format. Management decisions based on inappropriate or incorrect information could be both ineffective and costly. Not only is this information used to manage the daily operation of the department, it is used by the bureaus and divisions to make short and long range fiscal planning decisions.

The greatest challenge in this position lies in ensuring that accurate and timely cost and performance information, in a concise and useful format, is always available to district and central bureau management in order to evaluate program effectiveness, efficiency, productivity, trends and resource allocation. Typical problems encountered by the incumbent include producing various complex performance and cost reports used by management for program evaluation, developing a variety of cost reporting and information systems for district and central bureau use, reviewing and monitoring existing information systems to ensure effectiveness and efficiency, and special operations cost reports for other bureaus and divisions.

This position is also responsible for maintaining up-to-date files for items which supplement and support the computerized management systems. This position produces, analyzes and distributes reports/data from other information systems used by the Bureau of Operations. S/He maintains close liaison with district Operations supervisory personnel, end users and Bureau of Information Processing (BIP) staff. Based on knowledge of maintenance and traffic services and operations and engineering management, the incumbent assists in developing or revising special reports, graphic summaries and decision grids to meet their needs, recommending enhancements, improvements and changes. The incumbent is also responsible for reviewing and updating training manuals and instructions for the systems used to produce management information. S/He must be available to provide additional training to district or central bureau personnel, and provide trouble-shooting assistance to all users statewide. This position is accountable for administering the responsibilities of the Central Bureau of Operations involving complex annual performance and cost publications and reports. S/He will receive and evaluate the requests from a highway engineering viewpoint, function as a liaison between the districts, vendors and others involved, perform the necessary correspondence and maintain the required files and records.

The incumbent has a great deal of latitude in accomplishing assigned responsibilities. Only problems of a highly sensitive nature are referred to the immediate supervisor for resolution. The incumbent is constrained by Departmental policies and procedures. S/He also provides technical support and resolves problems associated with various hardware and software system issues for PCs within the Bureau of Operations.

The duties of this position require coordination and communication with other entities. Frequent internal contacts include the Bureau of Information Processing, District Offices, the Office of Finance and Administration, and the Office of Planning and Programming. Frequent external contacts include computer consultants and product suppliers. Occasional statewide travel with overnight stays is required.

Effectiveness in this position will be measured by the quality, effectiveness and timeliness of the services provided by the incumbent in carrying out the accountabilities of the position.

Principal Accountabilities

1. Produces, analyzes and distributes a large variety of complex Operations management, performance and cost reports using data extracted from the MMI System, Asset Management Program (AMP) system, and other computerized information systems and compiles data/special reports in federal disaster events.
2. Maintains close liaison with District Operations personnel and provides special problem-solving assistance and services, recommends enhancements and ascertains justification to meet management information needs.

3. Revises and updates training manuals and instructions for the systems used to generate management information. Provides training in the use of computer information systems for district and central bureau personnel.
4. Provides technical input and recommendations for proposed functional upgrades and enhancements to the MMI system or Asset Management Program (AMP) system. Develops Bureau of Information Processing Action Requests based on review and analysis of user requests.
5. Revises and distributes the Team Section Headquarter Directory and supports the IDOT Winter Road condition database.
6. Becomes familiar with the functionality, capabilities and limitations of the existing MMI system or Asset Management Program (AMP) system.
7. Provides input into any enhancements to the existing MMI system or Asset Management Program (AMP) system, and any future management system developed.
8. Works closely with other technical staff within the Services Section, especially the Maintenance Management Information Specialist, to ensure output from the existing or future developed management system meets the needs of district and central operations objectives.
9. Maintains state-of-the-art knowledge of computer application and software packages for use in performing position accountabilities. This includes, but is not limited to, applications such as Microsoft Word, Power Point, Access, Excel, In Touch, Adobe Acrobat Professional, Agile Assets, and Crystal Reports.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as required or assigned.