



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 16, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement 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.

ET IV

Project Award Notice Specialist
Bureau of Design & Environment
Office of Program Development
Springfield

Attachments
41288

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.

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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician IV	Salary Range:	\$4,695 - \$8,775
Position Title:	Project Award Notice Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-65-308-11-02	IPR#:	41288

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Design & Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the preparation and distribution of the Award Notice and Detailed Estimate for all construction projects; assigning appropriation account codes, entering cost participation breakouts, and ensuring integrity of contract information in ELM database for every project; assisting in the preparation and submittal of authorization requests for state federal-aid projects; developing spreadsheets for each letting to track federal authorizations, status of agreements, award dates, etc; and, preparing modified project agreements for federally-funded state let projects.

Special Qualifications:

Required:

- Valid driver's license.

Desired:

- An associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering technology
- Ability to plan, organize and execute technical program requirements
- Familiarity with the use of appropriation accounts, construction type codes, federal funding, and departmental databases.
- Working knowledge and experience with the department's letting process
- Strong oral and written communication skills

Shift/Remarks:

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

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	7/29/16	POSITION:	Project Award Notice Specialist
APPROVED BY:	<i>Ted Walschleger</i>	OFFICE/DIVISION:	Office of Program Development Bureau of Design & Environment
CODE:	PW014-23-65-308-11-02	REPORTS TO:	Program Obligations Manager

Position Purpose

This position is accountable for the preparation and distribution of the Award Notice and Detailed Estimate for all construction projects; assigning appropriation account codes, entering cost participation breakouts, and ensuring integrity of contract information in ELM database for every project; assisting in the preparation and submittal of authorization requests for state federal-aid projects; developing spreadsheets for each letting to track federal authorizations, status of agreements, award dates, etc; and, preparing modified project agreements for federally-funded state let projects.

Dimensions

Annual # of Lettings:	7 Scheduled
Annual Award Reports:	1200-1400 Projects (\$800M - \$1B)
Annual Agreements:	600
Value of Railroad Detailed Estimates:	\$5M - \$10M Annually

Nature and Scope

This position reports to the Program Obligations Manager as do the Project Evaluation & Authorization Specialist, and the Program Obligation Analysis & Authorization Specialist. No subordinates report to this position.

This position operates in an environment of planning, directing and coordinating the Department's letting cycle activities which involve funding, letting composition, federal authorization, local participation, conducting lettings, and subsequent award or rejection actions. This position is accountable for the timely preparation of the Award Notice and Detailed Estimate for all construction projects. The Award Notice is utilized by other offices and bureaus to track specialized fund balances, cash flow, appropriation balances, and program accomplishment. It establishes the account in the Bureau of Construction Contract Management System (BCM) to generate pay estimate quantities for the resident engineers and establishes local participation in the contract.

Typical problems faced by the incumbent include tracking approval of federal authorizations, securing local agency agreements, and resolving inconsistencies in cost breakdowns when comparing plan submittals and local agency agreements prior to preparation of Award Notices. The greatest challenge is that s/he must possess the technical expertise to ensure that problem resolutions are accomplished in a timely manner to prevent delays in payments to contractors and/or delays in billings to other agencies; which includes coordinating efforts with district personnel, moving pay items, adding/deleting or changing fund types, and running System 18 requests.

This position is personally responsible for the preparation and submittal of the Award Notice for all construction projects. The incumbent analyzes the contract plans and associated agreements to verify cost breakdowns in the Award Notice. The incumbent is responsible for resolving discrepancies by consulting district personnel or Central Bureau of Design and Environment staff to determine the proper disposition of cost breakdowns. Some agreements are applicable to a specific construction project. This position must also be aware of private

benefit items that are included in a contract. The incumbent is also responsible for preparing the detailed estimate for all construction projects and railroad crossing improvements that fall under the responsibility of the Bureau of Design and Environment. S/He calculates and tracks authorization of funds by the Federal Highway Administration for preliminary engineering, construction engineering, utility adjustments, railroad crossings, and land acquisition.

The incumbent is given wide latitude in the day-to-day decision making to fulfill these objectives. Only matters of a complex or highly sensitive nature are referred to the Program Obligations Manager or the Program Support Unit Chief for resolution. S/He is constrained by Departmental regulations.

In accomplishing these objectives, the incumbent is in constant communication with involved personnel from the Office of Program Development central bureaus, Office of Planning and Programming, Office of Finance and Administration, districts' Bureau of Program Development (Squad Leaders and Utility/Agreement Engineers), neighboring states, and the FHWA. These contacts are necessary to complete accurate Award Notices, Detailed Estimates, and Modified Project Agreements.

The effectiveness of this position can be measured by the incumbent's ability to provide timely and accurate submittal of Award Notices, Detailed Estimates, and Modified Project Agreements; and, to track and calculate authorizations of federal funds. The timely completion of these reports will ensure proper billings and prompt contractor payments.

Principal Accountabilities

1. Assists in the preparation of authorization submittals to the FHWA and maintains a complete record of all authorization approvals by the FHWA for preliminary engineering, construction engineering, utility work, railroad crossings, and land acquisition.
2. Maintains integrity of contract information and inputs cost participation breakdowns for all construction contracts in ELM database.
3. Develops Excel spreadsheet for each letting to track federal authorizations, required local agency agreements, award status, etc., and orders all reports in a timely manner.
4. Prepares and submits Award Notices and Detailed Estimates to achieve timely payments to contractors and proper billings to financially responsible parties; prepares Detailed Estimates for project agreement execution for railroad crossing projects.
5. Calculates and prepares Modified Project Agreements for all state-let federally-funded projects and enters information into FMIS system.
6. Performs duties in compliance with Departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required.