



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: April 12, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, April 26, 2017**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's current Illinois Driver's License with the Class M must accompany application for this position. 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 Sector I (Northern) Cycle Rider Safety Coordinator
Bureau of Safety Programs & Engineering
Office of Program Development
Springfield

Attachments
41481

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 **Wednesday, April 26, 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: A copy of each applicant's current Illinois Driver's License with the Class M must accompany application for this position. 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:	Sector I Cycle Rider Safety Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-65-803-21-03	IPR#:	41481

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Safety Programs & Engineering/2300 S Dirksen Pkwy, Springfield, IL.

Description Of Duties:

This position will serve the Northern portion of Illinois and is accountable for developing and implementing motorcycle safety programs and associated projects designed to reduce frequency and severity of motorcycle crashes throughout the state.

Special Qualifications:

Required:

- Valid Illinois driver's license and Class M license
- Frequent statewide travel which may require overnight stays

Desired:

- Four years of college with coursework in business
- Five years of experience in an administrative capacity, preferably with experience in the transportation safety field or equivalent combination of experience and training
- Certified Motorcycle Instructor
- Ability to analyze data to identify potential problems
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	8-16-2016	POSITION:	Sector I Cycle Rider Safety Coordinator
APPROVED BY:	<u>Priscilla Tobias</u>	OFFICE:	Office of Program Development /Bureau of Safety Programs & Engineering
CODE:	PW414-23-65-803-21-03	REPORTS TO:	Regulations and Training Unit Manager

Position Purpose

This position is accountable for developing and implementing motorcycle safety programs and associated projects designed to reduce the frequency and severity of motorcycle crashes throughout the State. Position will serve the Northern parts of Illinois.

Dimensions

State Agencies and Motorcycle Groups:	5-7
Annual Contracts Negotiated:	2-4
Training Classes Monitored:	50-75 Annually
Motorcycle Training Budget:	\$5 Million Annually

Nature and Scope

This position reports to the Regulations and Training Unit Manager as do the Sector II Cycle Rider Safety Coordinator, the Cycle Rider Safety Analyst and the Regulations Development Specialist.

This position is responsible for the development and improvement of motorcycle safety training programs within a prescribed section of the State that will be effective in reducing the frequency and severity of motorcycle crashes compared to the number of registered motorcycles. This position is a staff specialist who gathers and disseminates current technological studies and findings in the field of motorcycle safety; develops public information programs that help increase enrollment in training programs; evaluates training materials; and assists in procurement of training equipment. The incumbent must communicate with faculty of the state university system and is challenged to demonstrate a high level of competence and knowledge of the training curriculum. The incumbent is the primary advisor on technical matters pertaining to motorcycle safety. The incumbent also identifies the casual factors in motorcycle crashes as well as requirements for rider training. The incumbent must maintain well organized and carefully supervised training programs that are effective in improving rider skills and reducing the frequency of crashes.

The greatest challenges in the position are identifying regional training needs in communities with significant numbers of motorcycle registrations and crashes; motivating training center officials to adopt training objectives that address these needs; and developing project contracts that can produce the desired training at the lowest cost per student and within the constraints of the total program training budget. Typical problems include resolving regional-center expressed inability to meet training program manual requirements; finding solutions to unexpected shortages in training equipment; improving timely submission of training program promotional efforts; and monitoring the training program.

The incumbent analyzes state and local community motorcycle data to identify significant crash problems or potential problems indicated by motorcycle registrations. S/He establishes and maintains contact with regional training center officials; motivates and assists them in the development of effective planning and training activities in order to ensure that program manual requirements are met; identifies training center inventory equipment; personally evaluates requested budget items; and directly monitors training classes. Functions

also include reviewing, processing and tabulating training progress data and claims for reimbursement from the regional centers; writing responses to inquiries from legislators, outside agencies and the general public; developing training promotional programs and materials; assisting with program evaluation studies; and reviewing and implementing the recommendations made as a result of these studies.

The incumbent operates within the constraints of the Cycle Rider Safety Training Program Manual regulations and requirements. The incumbent also operates within the broad provisions of the Cycle Rider Safety Training Act. The incumbent helps negotiate regional center budgets within the constraints of historical training needs for some programs, but future programs may be developed in response to changing types of motorcycle use and experience of rider which will require analysis involving interpolation of costs from similar program needs. The incumbent is afforded considerable latitude in the performance of duties. Only highly sensitive problems are referred to his/her supervisor with the recommendation for resolution.

Motorcycle rider training is increasing in importance to the national academic and research community concerned with traffic safety. Every year more states implement statewide training programs. One result of this is the increase in the amount of materials being published on new training concepts and experiment results and the incumbent must maintain contact with professionals in this field nationwide to evaluate such information. The incumbent also maintains contact with regional centers within his/her sector of responsibility to ensure high training quality, productivity and curriculum uniformity statewide. S/He inspects training sites to assure the range complies with the Cycle Rider Training Program Manual requirements. S/He reviews all public information materials concerning motorcycle training to recommend improvement that will increase program effectiveness. The incumbent conducts regular on-site monitoring of training classes (which necessitates independent overnight travel) to assure the approved curriculum is being utilized.

The ultimate effectiveness of this position can be measured from the impact of regional and state motorcycle safety programs as determined by the reduction in frequency and severity of motorcycle crashes throughout the State.

Principal Accountabilities

1. Monitors on-site training programs to identify needed improvements in curriculum, delivery, equipment, site characteristics, instructional personnel and/or scheduling.
2. Ensures that regional motorcycle safety training centers provide universal and effective rider training programs.
3. Prepares motorcycle safety information for the news media and promotes its use.
4. Solves problems that regional centers have in procuring the proper type and amount of training equipment.
5. Monitors project activity to ensure that objectives, program manual requirements and budget limits are met.
6. Provides technical data and expertise regarding the state motorcycle training program at the request of agencies, individuals or legislators.
7. Identifies the crash or potential crash problems in municipalities and counties to identify potential training sites.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as requires and/or assigned.