



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: May 15, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, May 16, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 30, 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.

ET III

Documentation Technician  
Region 3/District 4/Project Implementation  
Office of Highways Project Implementation  
Peoria

Attachments  
41596

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, May 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: 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician III</b>	<b>Salary:</b>	<b>\$3,840 - \$5,308*</b>
<b>Position Title:</b>	<b>Documentation Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW013-23-54-202-10-01</b>	<b>IPR#:</b>	<b>41596</b>

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### Office/Central Bureau/District/Work Address:

OHPI/Region 3/District 4/Bureau of Project Implementation/ Implementation Support Section/401 Main Street, Peoria, IL

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### Description Of Duties:

This position is accountable for assisting in the conducting progress and final audits of Residents' field records to verify compliance with approved policies.

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### Special Qualifications:

#### **Required:**

- Valid driver's license
- Districtwide travel

#### **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
- Five years' experience in performing a variety of engineering tasks of which at least four years should be related to construction, materials, and survey
- Ability to take direct charge of simple engineering projects within design standards
- Strong oral and written communication skills

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### 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**

<b>DATE:</b>	November 15, 2016	<b>POSITION:</b>	Documentation Technician
<b>APPROVED BY:</b>	<i>Kensil Garnett</i> <hr/> Kensil A. Garnett, Regional Engineer	<b>OFFICE/DIVISION:</b>	OHPI/Region 3/District 4 Bureau of Project Implementation
<b>CODE:</b>	PW013-23-54-202-10-01	<b>REPORTS TO:</b>	Documentation Supervisor

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***Position Purpose***

This position is accountable for assisting in the conducting progress and final audits of residents' field records to verify compliance with approved policies.

***Dimensions***

Annual Value of Contracts:	\$90M-\$300M
Projects Per Year:	100-250

***Nature and Scope***

This position reports to the Documentation Supervisor who reports to the Implementation Support Supervisor. This position has no subordinates.

The incumbent is accountable for assisting in ensuring that manual computerized field documentation procedures have been adhered to and are in compliance with the Construction Manual and the Project Procedures Guide, and accurate records have been maintained in order to justify final payment to contractors and reimbursements to the State on Federally funded projects. The incumbent must exercise judgment in reviewing and approving records which involve the economic interests of contractors, producers, suppliers, and the State of Illinois. These activities occur on a District wide (12 county) basis, require a working knowledge of the operations in the Bureau of Implementation and involve regular communications with state or local agency residents, state and federal auditors, contractors, consulting firms, other districts, and the central office.

Typical problems include: identifying miscalculations; obtaining corrections of improper documentation from residents. Major challenges facing the incumbent are: proper interpretation of contract special provisions and standard specifications; working with residents, contractors, consultants, and local agencies to resolve documentation deficiencies and/or requirements; understanding various computerized systems such as the district construction office records system, ICORS (Illinois Construction Records System), BCM (mainframe computerized payments records system) and others.

The incumbent personally assists in progress and final reviews of residents records to check for compliance with state and federal documentation policies; assists in ICORS training; provides guidance for residents and contractors, and consultants regarding documentation policies and procedures; contacts local agencies, residents, contractors and consultants regarding documentation matters; stays current with policy and procedure changes concerning documentation and relays any changes to residents, contractors, consultants, and local agencies.

The incumbent is governed by the Standard Specifications for Road and Bridge Construction, contract Special Provisions, Construction Manual, Project Procedures Guide, and various District/State policies and procedures. The incumbent has a wide latitude in handling normal unit functions including moderate conflict/problem solving. The incumbent consults and makes recommendations to the Documentation Supervisor on procedural changes within the unit.

The incumbent has internal contacts with Supervising Field Engineers and Residents, other employees from the Bureaus of Project Implementation and Program Development and Construction Personnel from the Central Office needed for the timely and accurate completion of progress and final documentation checks; and resolution of discrepancies. External contacts include local agencies, contractors, and consultants regarding specifications and proper documentation. Districtwide travel required.

The effectiveness of this position is best measured in the incumbent's ability to provide complete and accurate documentation according to state and federal requirements, while at the same time initiating final payments and/or reimbursements within a reasonable time frame.

***Principal Accountabilities***

1. Coordinates activities involved in progress and final documentation audits to verify payments and federal reimbursements for work completed by contractors.
2. Provides guidance to contractors, other bureaus within the district, state and local agency residents to ensure that documentation is in compliance with established procedures.
3. Records, stores and disposes of job records in compliance with policies set forth.
4. Performs other related duties as assigned.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.