



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: July 7, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, July 24, 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 IV (2 pos) Documentation Compliance Reviewer
Region 5/District 8/Project Implementation
Highways Project Implementation
Collinsville

Attachments
41663

Technical Applications [PM1080 rev 6/1/17](#)****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 **Monday, July 24, 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:	Engineering Technician IV (2 Positions)	Salary:	\$4,695 - \$6,735*
Position Title:	Documentation Compliance Reviewer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-58-205-00-01	IPR#:	41663

Office/Central Bureau/District/Work Address:

OHPI/ Region 5 / District 8 / Bureau of Project Implementation / 1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is responsible for documentation compliance oversight of improvements funded with Motor Fuel Tax, Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax bonds; and Special Assessments provided by the Department for all district Local Public agencies (LPA); provides assistance to Local Public Agencies, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the Department; and educates the LPAs on changing statutes, policies, regulations, and programs.

Special Qualifications:

Required

- Valid driver's license
- Occasional travel

Desired

- Two years of college in an engineering related field
- Eight years' experience in performing technical tasks with at least four years related to civil engineering
- Four or more years' experience working with Motor Fuel Tax expenditures, the Township Bridge Program, General Obligation and Motor Fuel Tax Bonds, as well as federal and other special funds
- Strong oral and written communication skills; and organization skills
- Working knowledge of Microsoft Office Suite

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.

**Technical Application PM1080 was revised 6/1/17. The previous application form, revised 9/19/16, will be accepted until close of business 7/31/2017. Applications received on 8/1/17 or after must be on the revised form.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2015	POSITION:	Documentation Compliance Reviewer
APPROVED BY:	<u>Jeffrey Keirn</u>	OFFICE/DIVISION:	Hwys./Reg.5/Dist.8/Bureau of Project Implementation
CODE:	PW014-23-58-205-00-01	REPORTS TO:	Technical Services Engineer

Position Purpose

This position is responsible for documentation compliance oversight of improvements funded with Motor Fuel Tax, Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax bonds; and Special Assessments provided by the Department for all district Local Public agencies (LPA). This position provides assistance to Local Public Agencies, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the Department and educates the LPAs on changing statutes, policies, regulations, and programs.

Dimensions

Motor Fuel Tax Funds:	\$30-40 Million Annually
Federal & Matching Funds:	\$30-60 Million Annually
Mileage of System Handled:	Approximately 12,000 Miles
Number of Local Agencies:	11 Counties, 142 Townships, 140 Municipalities

Nature and Scope

This position reports to the Technical Services Engineer as do the Technical Services Technician and the Local Program Technician.

This position is responsible for compliance reviews of required LPA documentation in the disbursements of Motor Fuel Tax, Township Bridge Program, Federal Program, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the Department. This documentation includes, but is not limited to, resolutions, maintenance programs, engineering agreements and payments, contract awards/changes/payments, invoices, bank records, and the review of closeout documentation for each section (project). This position monitors and tracks from a variety of source documents and receipts received by the LPA including monthly allotments, grants, earned interest, and reimbursements.

The major challenge and typical problems involve obtaining and maintaining a thorough knowledge of applicable Department, state and federal policies, statutes and regulations related to the various Department funding programs in which the LPA participates. The incumbent tracks and provides accurate reporting of funds for the LPAs, enabling monitoring of the numerous improvements funded by the Department, to ensure timely conclusion and acceptance of the projects.

This position advises and assists the LPA officials responsible for the funds provided by the Department to minimize and eliminate irregularities and/or noncompliance in required documentation. S/He performs both on and off-site detailed compliance reviews of the disposition of funds provided by the Department for all district LPAs, which includes municipalities, road districts, counties, and other local government agencies. The compliance reviews ensure Department policies, Illinois state statutes, and federal regulations are followed. The incumbent informs and provides guidance/training to LPAs in: (1) the proper utilization of funds provided by the Department; (2) the effective use of new legislation; (3) the establishment and maintenance of annual

short and long-range planning programs; (4) the interpretation and application of existing and new information, policies, and procedures; (5) the identification of problem areas that might affect new funding; and (6) provides assistance in resolving problem areas associated with Audit Reports from the Office of Quality and Compliance Review. This position prepares work summarizations, and identifies/reports irregularities or noncompliance discovered during the compliance review process. S/He makes recommendations to staff in the district Bureau of Local Roads and Streets for corrective action and works to ensure the compliance and completeness of the corrective action, which may include the tracking of the repayment of funds. This position works with the Central Bureau of Local Roads and Streets to prepare course material and participates in training of Department and LPA personnel. This position coordinates policy/procedural changes and new programs with Field Engineers, Office Technicians and LPAs. S/He also coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and Office Technicians.

Internal contacts are with the Field Engineer(s) and Office Technician(s) to assist in reporting project status in their respective areas and to review problem areas relative to processing reports. External contacts are with the LPAs and consulting engineers for the purpose of providing, when required, necessary documents, status of fund balances, and to initiate corrective actions.

The effectiveness of the position is measured on the basis of record keeping accuracy, availability of current information in the MFT system, timely review of various documentation in the closeout of sections, review of local agency fund balances, and communication with LPAs and consultant engineers, and minimizing irregularities or noncompliance in the required documentation for project closeout.

Principal Accountabilities

1. Monitors projects for compliance with Bureau of Local roads and Streets administrative policies, Illinois state statutes, federal regulations, and procedures.
2. Reviews resolutions, maintenance programs, engineering agreements and payments, contract awards, contract changes, contract payments, invoices, bank records, closeout summary, and other documentation as required.
3. Utilizing the MFT system, verifying entries against documents submitted. Maintains the MFT system for tracking compliance reviews of receipts and disbursements of state/federal funds.
4. Coordinates policy and procedure changes and new programs with Field Engineers, Office Technicians and Local Public Agencies.
5. Coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and Office Technicians.
6. Monitors corrective action required by the Bureau of Local Roads and Streets and provides assistance in resolving problem areas determined by the Office of Quality Compliance and Review.
7. Works with the Central Bureau of Local Roads and Streets to prepare course material and Participates in training of Department and Local Public Agency personnel.
8. Performs other duties assigned by the Technical Services Engineer.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.