



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor ^{DK}
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 17, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 18, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Thursday, June 1, 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 III

Systems Specialist
Office of Planning and Programming
Bureau of Programming
Springfield

Attachments
41746

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, June 1, 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

Position Summary Sheet

An Equal Opportunity Employer

Classification:	Technical Manager III	Salary:	\$4,670 - \$6,483*
Position Title:	Systems Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-10-404-30-01	IPR#:	41746

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Programming/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for independently reviewing all federal obligation transactions, recommending corrective action, and entering transactions into the Project Management System (PMC). On a daily basis, s/he reconciles federal formula obligation ceiling and federal fund balances; processes federal fund records, which consist of fund apportionments/allocations and ceiling adjustments, in the PMC; ensures parallel accountability of PMC to FMIS (federal project monitoring/billing system) for reporting accuracy and specific project control; and maintains the FIRE (Financial Integrity Review and Evaluation) system, requiring the notification of federally inactive projects, compiling causal responses, evaluating applicability of responses, taking appropriate action to minimize risk to the department, and reporting quarterly to FHWA on project status. The incumbent ensures STIP/TIP modification notifications are properly dispersed to applicable metropolitan planning organizations and/or IDOT personnel when projects are converted from advanced construction to federal funding; and assists in the modification of current systems or development of new systems warranted by changing federal mandates.

Special Qualifications:

Desired:

- Four years of college preferably with major courses in business, accounting, finance and/or public administration
- Four years' experience in public or business administration, public finance and/or accounting activities or equivalent combination of experience and training
- Experience with Microsoft software (EXCEL, OFFICE, WORD, etc.) or comparable tools
- Working knowledge of research and statistical methods and techniques
- Ability to maintain harmonious relationships with employees, agency officials, and the general public

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:	February 2017	POSITION:	Systems Specialist
APPROVED BY:	<i>Roxy Heck</i>	OFFICE/DIVISION:	Office of Planning and Programming Bureau of Programming
CODE:	PW413-23-10-404-30-01	REPORTS TO:	Systems Control & Project Review Unit Manager

Position Purpose

This position is responsible for independently reviewing all federal obligation transactions, recommending corrective action, and entering such transactions into the Project Management System (PMC). On a daily basis, s/he reconciles federal formula obligation ceiling and federal fund balances. S/he processes federal fund records, which consist of fund apportionments/allocations and ceiling adjustments, in the PMC. Through numerous reconciliations, s/he ensures parallel accountability of PMC to FMIS (federal project monitoring/billing system) for reporting accuracy and specific project control. The incumbent maintains the FIRE (Financial Integrity Review and Evaluation) system, requiring the notification of Department personnel of federally inactive projects, compiling causal responses, evaluating applicability of those responses, taking appropriate action to minimize risk to the Department, and reporting quarterly to FHWA on project status. The incumbent ensures STIP/TIP modification notifications are properly dispersed to applicable metropolitan planning organizations and/or IDOT personnel when projects are converted from advanced construction to federal funding. S/he assists in the modification of current systems or development of new systems warranted by changing federal mandates.

Dimensions

Number of Federal Obligation Transactions:	4,500
Number of Active Federal Projects:	5,000
Number of Weekly Federal Bills:	50
Federal Highway Reimbursement Claimed:	\$1,700 Million
Federal Aid Apportionment Categories:	250

Nature and Scope

This position reports to the Systems Control and Project Review Unit Manager. There are no subordinates reporting to this position.

This position is responsible for the integrity of the federal records maintained by IDOT used for project monitoring and reporting purposes. S/He oversees database entry and verifies the accuracy of information reported to the federal government and IDOT management. The incumbent records information and resolves problems pertaining to information which is incomplete or in error.

This position is responsible for independently reviewing, prior to entry in the PMC system, all federal obligation transactions (authorizations, modifications, final vouchers, etc.) entered into the federal Fiscal Management Information System (FMIS) and recommending corrective action based on the FMIS transaction review. The incumbent reconciles, on a daily basis, the federal formula obligation ceiling and federal fund balances in FMIS to IDOT's Program Management Costs system (PMC) and resolves all discrepancies. S/He enters federal obligation transactions into PMC. This position enters adjustments to apportionments and ceiling in PMC based on notifications from FHWA. On a monthly basis, the incumbent reconciles federal project number, state job number, federal agreement amounts, authorization dates, and advanced construction amounts, in FMIS and PMC to ensure the accuracy of all systems and parallel accountability. This position also maintains the Financial Integrity Review and Evaluation (FIRE) system and determines required action relating to aged inactive projects. The incumbent reviews the status of preliminary engineering, design, and right of way projects to ensure proper action is taken to ensure adherence to federal regulations.

Typical problems involved in this position include the evaluation and resolution of reconciling complex discrepancies identified in its many review processes. Resolution may require the orchestration of action between several offices and various financial/record keeping systems.

This position has latitude to accomplish responsibilities. The incumbent is restricted by IDOT and FHWA financial procedures. Matters concerning problem interpretations and resolution are referred to the immediate supervisor with recommendations for resolution.

The incumbent has internal contact with Project Control Section staff, personnel from the Bureau of Design and Environment, Local Roads and Streets, Construction, and the districts. S/He will have limited external contact with the FHWA financial/administrative staff.

The effectiveness of this position is measured by the accuracy of reports and effectiveness of reporting systems. Reconciliations should contain a reasonable number of discrepancies at any particular point in time.

Principal Accountabilities:

1. Reviews all federal obligations transactions entered in FMIS (authorizations, modifications, final vouchers, etc.) and enters all pending transactions into PMC
2. Recommends corrective action based on the FMIS transaction review.
3. Reconciles on a daily basis the federal formula obligation ceiling and federal fund balances in FMIS to PMC and resolving all discrepancies.
4. Enters federal approvals per transaction into PMC.
5. Reviews FHWA transaction status and maintaining equal status in PMC.
6. Enters adjustments to apportionments and ceiling in PMC based on notifications form FHWA.
7. Reviews the status of preliminary engineering, design, and right-of-way projects to ensure adherence to federal regulations.
8. Reconciles on a monthly basis federal project number, state job number, federal agreement amounts, authorization dates, and advanced construction amounts in FMIS to PMC to ensure the accuracy of both systems and parallel accountability
9. Maintains and reconciles the FIRE system.
10. Determines required action relating to aged inactive projects.
11. Ensures the STIP/TIP modification notifications are properly dispersed to applicable metropolitan planning organizations and/or IDOT personnel when projects are converted from advanced construction to federal funding
12. Performs other duties as required or assigned.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.