



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 14, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 17, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, April 28, 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 IV

Supportive Services Program Manager
Bureau of Small Business Enterprises
Office of Business and Workforce Diversity
Springfield

Attachments
41779

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 **Friday, April 28, 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:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Supportive Services Program Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-45-103-30-03	IPR#:	41779

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity/Bureau of Small Business Enterprises/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for assisting in the implementation, coordination, and evaluation of a comprehensive statewide Supportive Services/OJT program. The incumbent assists in submission of federal reporting requirements, adhering to guidelines and requirements for IDOT's race neutral initiatives; assisting with educating the public on DBE goal achievement, DBE program initiatives, overall achievements, and program status; and assists in planning, organizing and evaluating statewide workshops, webinars, networking, and community outreach events, and conferences.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel which may include periodic extensive same day travel and occasional overnight travel

Desired:

- Four years of college preferably with courses in business or public administration
- Five years of experience in public administration, business administration or governmental operations of any equivalent combination of experience and training
- Strong oral and written communication skills
- Program management experience

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 9, 2017	POSITION:	Supportive Services Program Manager
APPROVED BY:	<i>Pam Simon</i>	OFFICE/DIVISION:	Office of Business and workforce Diversity, Bureau of Small Business Enterprises
CODE:	PW414-23-45-103-30-03	REPORTS TO:	Policy & Supportive Services Unit Manager

Position Purpose

This position is accountable for assisting in the implementation, coordination, and evaluation of a comprehensive statewide Supportive Services/OJT program. The incumbent assists in submission of federal reporting requirements, adhering to guidelines and requirements for IDOT's race neutral initiatives. Assisting with educating the public on DBE goal achievement, DBE program initiatives, overall achievements, and program status. The incumbent assists in planning, organizing and evaluating statewide workshops, webinars, networking, and community outreach events, and conferences.

Dimensions

Certified IDOT DBE Firms	900
Supportive Services Contracts	6 to 8 Vendors Statewide
OJT Subrecipient to Vendor	1 Subrecipient to 12 Vendors Statewide
Total Supportive Services Program	\$8.5 million Annually

Nature and Scope

This position reports to the Policy and Supportive Services Unit Manager as do two Supportive Services Specialists, a Policy and Program Development Specialist, and a DBE Program Analyst.

The Surface Transportation Act of 1982 and subsequent state legislation led to the Department's efforts to develop a multi-modal program designed to ensure participation by Disadvantaged Business Enterprises (DBE) firms in contracting and general procurement activities. The Department is committed to implementing various United States Department of Transportation and State provisions which support participation by disadvantaged and woman-owned firms on Department projects. This position is responsible for supporting various programs both federal and state that support the Agency's commitment to that.

Typical challenges encountered by the incumbent include the timely evaluation of statewide data to ensure programmatic decisions can be made in a useful and efficient way. Community outreach can also be challenging relating to turnout and effectively distributing information in a meaningful and effective way to the public.

This position provides both short and long-term direction to the statewide SS consultants as needed as well as direct oversight to the OJT program. The incumbent will ensure approved statements of work are followed, reporting requirements met, and deadlines are kept. This incumbent assists the Policy & Supportive Services Unit Manager in providing assistance to DBEs, referring to consultants as necessary, and presenting workshops/webinars and representing the Program as needed. This effort includes responsibility for ensuring the DBE SS consultants, OJT recipient and vendors receive adequate educational opportunities and training. Are scheduled for outreach events if requested. This position conducts periodic field visits to audit progress and reports any findings of inadequacy for corrective action. The incumbent attends meetings, workshops, and

seminars at the discretion of the Policy & Supportive Services Unit Manager. This position develops DBE trainings, workshops, networking events, vendor fairs and community outreach functions for IDOT's 5 regions.

Developing partnerships with other state Agencies and other support organizations will be a key function to this position to ensure collaboration is met for events and workshops. This position receives general assignments from the Policy & Supportive Services Unit Manager. S/He may at times receive guidance from the Section Manager of Labor/EEO & DBE Contract Compliance. This position is constrained by departmental, state, and federal rules and regulations. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

The internal contacts include Bureau staff, District Contract Compliance Officers, Office of Investigations, Illinois Community College Board, OJT participants, DBE SS consultants. External contacts are DBE firms, IDOT prime and subcontractors, contractor associations and organizations, support organization and associations.

The effectiveness of this position is measured by the incumbent's ability to consistently manage multiple programs, plan events, and develop new partnerships with support organizations throughout the state. Travel is required to complete the duties of this position.

Principal Accountabilities

1. Implements, coordinates, and evaluates a comprehensive statewide Supportive Services/OJT program.
2. Assists in submission of federal reporting requirements.
3. Researches, reviews, and ensures compliance on USDOT and IDOT's race neutral initiatives.
4. Assists with educating the public on DBE goal achievement, DBE program initiatives, overall achievements and program status.
5. The incumbent assists in planning, organizing and evaluating statewide workshops, webinars, networking, and community outreach events, and conferences.
6. Develops relationships with local support organizations, associations, and state agencies to assist with interdisciplinary approach to facilitating DBE / OJT development.
7. Ensures approved Statements of Work are followed, reporting requirements met, and deadlines are kept.
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 and required or assigned.