



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 10, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, July 21, 2017**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's current Certification for Documentation of Contract Quantities 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 III

Documentation Reviewer
Region 1/District 1/Construction
Highways Project Implementation
Schaumburg

Attachments
41808

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 **Friday, July 21, 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 Certification for Documentation of Contract Quantities 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 III	Salary:	\$4,670 - \$6,483*
Position Title:	Documentation Reviewer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-51-202-20-02	IPR#:	41808

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Construction/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for duties associated with the interim and final audit of construction documentation content and procedures so contractor payments and construction change orders can be correctly and promptly approved and paid; federal reimbursement ensured, and construction contracts can be finalized in a timely manner.

Special Qualifications:

Required:

- Valid driver's license
- Current Documentation of Contract Quantities Certification

Desired:

- Four years of college preferably with major courses in business, economics, environment, statistics, sociology, public finance or public administration
- Four years' experience in performing a variety of engineering related tasks in construction, materials, and/or surveying or equivalent combination of experience and training
- Strong math background and understanding of the Construction Manual, Contract Special Provisions and Standard Specifications

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

*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 9/9/16, 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:	February 2017	POSITION:	Documentation Reviewer
APPROVED BY:	Anthony Quigley	OFFICE/DIVISION:	OHPI/District 1/Bureau of Construction
CODE:	PW413-23-51-202-20-02	REPORTS TO:	Construction Operations Manager

Position Purpose

This position is accountable for those duties associated with the interim and final audit of construction documentation content and procedures so that contractor payments and construction change orders can be correctly and promptly approved and paid, Federal reimbursement assured and construction contracts can be finalized in a timely and proper manner.

Dimensions

Value of Contracts:	\$100 - \$200 Annually
Number of Contracts:	100 - 200 Annually

Nature and Scope

This position reports to the Construction Operations Manager.

There are approximately twenty billion vehicle miles traveled annually on the District's highways. In addition, there is also a complex, interconnected system of local roads and streets which characteristically require a large number of varied construction projects, both State and Local, with eligibility from a wide range of funding sources. This position functions in an environment where all of these factors enormously complicate the task of project documentation. The incumbent is accountable for the monitoring of all documentation involved in construction contracts from initiation through closure. Duties include ensuring that all construction contracts are reviewed in accordance with construction Memorandum 95-33.

Typical problems encountered in this position include: ensuring the use of proper documentation procedures; identifying any patterns of deficiency for corrective action; assuring the proper "method of measurement" and "basis of payment" are used in accordance with the contract special provisions; and ensuring that inadequately supported quantities have deficiencies resolved within a determined time frame. The greatest challenge to this position is obtaining the cooperation of construction supervision personnel so that complete and accurate documentation is available in a consistent and timely manner throughout the life of the contract.

The incumbent personally: performs all project reviews, both in-progress and in final stages; reviews a sample of the Material Allowance for compliance with Article 109.07; indicates the steps utilized to review the process for supporting documentation of progress pay estimates; corrects calculation errors by writing a change order when necessary; assists Resident Engineers with cost participation and CCS Code breakdowns; determines errors in procedures and/or calculations and explains the proper methods for correction; ensures that all material paid for has the proper inspection on file; communicates and explains any and all revisions, memorandums, and District policies regarding construction documentation; determines appropriate responses to Federal and State audit reports in order to ensure timely finalization of construction contracts; accompanies Federal and Central Bureau auditors on internal reviews; and recommends final contract acceptance based upon the completeness and accuracy of the supporting documentation.

The incumbent works within the general provisions of the Project and Procedures Guide but is expected to exercise considerable independent judgment in reviewing progress and final audit checks and recommending

final contract approval. A thorough knowledge of all contract documents, including, but not limited to, the Construction Manual, Contract Special Provisions, Standard Specifications for Road and Bridge Construction, Supplemental Specifications, and Recurring Special Provisions, Project Procedures Guide and the Standard Specifications for Traffic Control Items is necessary in order to make an informed decision when a discrepancy arises and/or an exception to policy is required.

The incumbent must establish and maintain effective relationships with District Personnel, Contractors, Consultants, Local Agency, Federal Highway, and Central Office Personnel in order to assure proper documentation and final acceptance of construction projects. Frequent districtwide travel to construction job sites is required.

The effectiveness of this position is measured by the promptness and ease with which construction projects are finalized and accepted, contractors are paid and Federal reimbursement is obtained.

Principal Accountabilities

1. Provides a complete and accurate Final Documentation Review for every contract in an assigned area in order to ensure final acceptance and obtain Federal reimbursement.
2. Provides complete and accurate progress Documentation Reviews in order to meet Federal and State audit requirements.
3. Monitors documentation of assigned contracts from start to finish, keeping Supervisors and Resident Engineers/Technicians informed of potential problems and obstacles to successful closure.
4. Provides technical assistance and advice to State Resident Engineers/Technicians, Consultant Resident Engineers, and Municipality Resident Engineers.
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.
6. Performs other duties as assigned.