



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: May 18, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 19, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, June 2, 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

Administrative Support Representative
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
42035

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, June 2, 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

Classification:	Technical Manager III	Salary:	\$4,670 - \$6,483*
Position Title:	Administrative Support Representative	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-305-10-03	IPR#:	42035

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Personnel Management/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for developing and preparing the documents necessary to fill vacant positions within designated offices in the central office. This position utilizes technical writing in the development and editing of position descriptions. This position reviews and maintains current position descriptions to ensure an accurate representation of the organizational structure; and serves as a central contact for designated central offices.

Special Qualifications:

Desired:

- Four years of college preferably with courses in business, human relations, or public administration
- Four years' experience in business, human relations, or public relations; preferably in the areas of technical writing or organizational management or equivalent combination of experience and training
- Experience with Microsoft Office, particularly strong ability with Word and Visio
- Experience with SharePoint
- Working knowledge of organizational concepts
- Ability to organize and handle multiple functions within given time constraints
- Ability to maintain professional and harmonious relationships with departmental staff
- Ability to handle confidential information
- Precision to detail
- Strong oral and written communication skills and experience with technical writing

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 24, 2017	POSITION:	Administrative Support Representative
APPROVED BY:	<i>Dianna L. Taylor</i>	OFFICE:	Finance & Administration/Bureau of Personnel Management
CODE:	PW413-23-40-305-10-03	REPORTS TO:	Central Human Resources Services Unit Manager

Position Purpose

This position serves as a personnel contact for designated central offices. This position is accountable for developing and preparing the documents necessary to fill vacant positions within those offices. This position utilizes technical writing in the development and editing of position descriptions. This position reviews and maintains current position descriptions to ensure an accurate representation of the organizational structure.

Dimensions

Position Descriptions:	100 - 300 annually
Posting Packages:	100 - 200 annually

Nature and Scope

This position reports to the Central Human Resources Services Unit Manager. No subordinates report to this position.

This position operates within a service environment and provides administrative support to staff in designated central offices. This position serves as a central contact for all inquiries regarding the hiring process, filling of vacancies and maintenance of classification documentation. S/He provides direction in developing organization structures to support existing and/or proposed workforce changes. This requires the incumbent to be well versed in the policies and procedures of the Department of Central Management Services. The incumbent functions in an environment that requires all activities are conducted in a personable manner as s/he is viewed as a representative of the bureau while providing support under considerable time constraints.

Typical problems involve providing timely and accurate information and assistance to administrative staff. The incumbent must remain abreast of all policies and procedures involving the hiring process, documentation requirements, and organizational analysis to ensure compliance with management principles and departmental policy. As the majority of approval processes for assigned projects involve multiple phases, the greatest challenge is continual monitoring and follow up to ensure timely completion of projects. This entails continual communication with Bureau of Personnel as well as with originating office staff.

This position provides guidance to staff by assisting in the preparation and completion of administrative paperwork. This includes the technical writing of position descriptions for both code and technical jobs and hiring documentation requesting administrative approval. S/He prepares/completes/reviews Internal Personnel Requests (IPR), position descriptions and posting packages. This position reviews paperwork for accuracy, grammar, format, completeness, and adherence to policy; edits accordingly; and obtains all necessary signatures. This position writes and/or directs the development of job descriptions. S/He maintains a database of job descriptions. S/He analyzes organizational structural requests to ensure compliance with organizational guidelines and appropriate classification level. The incumbent ensures approved changes are updated accordingly for all affected positions and structures. This position works

with the originating office for amendments to documentation, submits to approval process and monitors for completion, continually providing status updates to originating requestors. The incumbent may assist in maintaining organizational charts as necessary for each area. S/He assists in the completion of unit overflow, backlog, and special projects and may serve as a backup for unit functions in the absence of assigned staff, as necessary.

The incumbent is given the latitude to accomplish responsibilities and refer matters of a non-routine nature to the supervisor with recommendations for resolution. S/He is constrained by applicable departmental, state and federal rules and recommendations.

Contacts include staff of all levels throughout the assigned departmental areas as well as staff in the Bureau of Personnel Management.

The effectiveness of this position is evaluated by the accuracy and timeliness of support services to administrative staff and the quality of the documentation produced.

Principal Accountabilities

1. Serves as the central contact for designated central offices by providing direction in a timely and accurate manner.
2. Writes and/or directs the review of position requests to ensure compliance with proper format, organizational structure and departmental policy.
3. Reviews position descriptions to ensure appropriate classification system (code or technical) and/or level.
4. Prepares and/or coordinates with the originating office documentation required to fill vacancies.
5. Reviews documents for accuracy, grammar, format, completeness and adherence to policy; edits accordingly.
6. Maintains database of current position descriptions.
7. Reviews organizational changes to ensure an accurate representation of the organizational structure. Develops and/or coordinates the supporting documentation.
8. Assists unit in the completion of overflow, backlog, and special project workloads. Serves as a backup for unit functions in the absence of assigned staff, as necessary.
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.
10. Performs other duties as assigned.