



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

Personnel Specialist
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
42036

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:	Personnel Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-301-00-01	IPR#:	42036

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 accomplishing classification, analysis, and documentation responsibilities in support of departmental operations. S/he reviews and maintains current position descriptions for the department to ensure accurate representation of the organizational structure. This position serves as primary liaison to departmental staff on administrative functions performed in the section.

Special Qualifications:

Desired:

- Four years of college preferably with major courses in human resources, business or public administration
- Four years' experience in human resources, public or business administration or equivalent combination of experience and training
- Ability to document procedures; detail-oriented
- Experience with Microsoft Word, Visio and SharePoint
- Ability to organize and handle multiple tasks within given time constraints
- Ability to maintain harmonious relationship with employees, agency officials and the general public
- Strong oral and written communication skills

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:	April 28, 2017	POSITION:	Personnel Specialist
APPROVED BY:	<u>Dianna Taylor</u>	OFFICE:	Finance and Administration/Bureau of Personnel Management
DOC. CODE:	PW413-23-40-301-00-01	REPORTS TO:	Organizational Analysis & Workforce Planning Manager

POSITION PURPOSE

This position is accountable for accomplishing classification, analysis, and documentation responsibilities in support of departmental operations. S/he reviews and maintains current position descriptions for the department to ensure accurate representation of the organizational structure. This position serves as primary liaison to departmental staff on administrative functions performed in the section.

DIMENSIONS

Annual Classification Transactions:	+/- 1,500
Special Studies:	5-10
Classification Manuals:	2

NATURE AND SCOPE

This position reports to the Organizational Analysis & Workforce Planning Manager.

The bureau within which this position operates provides personnel services to departmental employees statewide. This section prepares technical/code position descriptions, provides in-house organizational reviews, and evaluates classification actions. This position serves as liaison for CMS for classification actions and Rutan decision determinations. This position functions in an environment where decisions based on accurate collection and analysis of data may impact decisions departmentwide.

Typical problems involve troubleshooting problems for departmental staff in regard to classification/job posting matters. The greatest challenge is ensuring that all transactions processed are accurate and in compliance with established policies and procedures.

The position serves in a liaison capacity with departmental organizational entities for advising and consulting on section policies and procedures. This position receives all departmental code and technical classification transactions, reviewing for completeness, accuracy, and authority. It prepares documentation and maintains historical records of classification actions, including the development of procedures and guidelines for storage, purging and retention. S/He maintains accurate departmental classification transactional information in the Department's Human Resource Information System (HRIS), which serves as the source for personnel reporting. The incumbent serves as liaison with DCMS for Rutan decision determinations, updates departmental systems and participates in ad hoc projects for this issue as required. This position is the departmental contact for electronic job posting issues. The incumbent ensures appropriate paperwork is submitted, reviews, edits, and forwards submittal to appropriate bureau staff for processing. S/He maintains an electronic site for job descriptions (current and historical) and serves as a contact for any issues. This position assists in the development and distribution of departmental organization charts. The incumbent assists in the updating of training materials and may participate in the updating of the Technical Salary Plan.

This position may serve as back-up in approving transactions in the HRI system. S/He researches individual requests as directed.

The activities of the incumbent are governed by the departmental *Personnel Policies and Procedures Manual* and the *Personnel Code*. S/He is given latitude to develop methods for accomplishing position accountabilities and completing special assignments. Problems of unusual or highly sensitive nature are referred to the immediate supervisor for resolution. The incumbent does, however, act independently in the administration of daily responsibilities.

Internal contacts include bureau personnel as well as working relationships with administrative staff in all departmental offices. In addition, this position has contact with all levels of departmental employees. External contacts include the Department of Central Management Services, other state agencies and the general public.

The effectiveness of this position is measured by the incumbent's ability to provide timely and accurate information as required or requested.

PRINCIPAL ACCOUNTABILITIES

1. Serves as liaison with departmental staff in regard to section policies and procedures.
2. Reviews and processes all classification transactions in a timely manner to ensure accuracy and completeness in accordance with departmental procedures. Maintains historical documentation for classification actions.
3. Serves as contact for electronic posting issues. Ensures appropriate paperwork is submitted and forwards to for processing.
4. Maintains accurate departmental classification/Rutan information in HRIS. Assists in the implementation of HRI automation changes as needed.
5. Maintains an electronic site for job descriptions and serves as a contact for any issues.
6. Assists in the development and distribution of departmental organization charts and training materials.
7. May serve as back-up in approving transactions in the HRI system.
8. Performs other duties as assigned.
9. Performs all duties in compliance with safety regulations. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.