



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 4, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 7, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, August 18, 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 II

Policy Officer  
Bureau of Business Services  
Office of Finance & Administration  
Springfield

Attachments  
42073

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, August 18, 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

<b>Classification:</b>	<b>Technical Manager II</b>	<b>Salary:</b>	<b>\$4,105 - \$5,710*</b>
<b>Position Title:</b>	<b>Policy Officer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW412-23-40-803-30-01</b>	<b>IPR#:</b>	<b>42073</b>

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### Office/Central Bureau/District/Work Address:

Office of Finance and Administration / Bureau of Business Services / 2300 S. Dirksen Parkway/Springfield, IL

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### Description Of Duties:

Under direct supervision of the Document Services Unit Manager, and in conjunction with Subject Matter Experts (SME) across the department, this position composes, maintains, and clarifies policies and procedures for the department which encompasses legal analysis, research into best practices, distribution, and implementation support.

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### Special Qualifications:

#### **Desired:**

- Four years of college, preferably with major courses in business or public administration
- Two years of experience with at least one year of policy writing and analyzing organizational policy documents; and one year creating policy related training and communication materials
- Proficient in the Microsoft Word, Excel, SharePoint, Access, and Adobe Acrobat
- Excellent oral and written communication skills

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### Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 23, 2017	<b>POSITION:</b>	Policy Officer
<b>APPROVED BY:</b>	<i>Diana Baranzelli</i>	<b>OFFICE:</b>	Finance & Administration /Bureau of Business Services
<b>CODE:</b>	PW412-23-40-803-30-01	<b>REPORTS TO:</b>	Document Services Unit Manager

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***Position Purpose***

Under direct supervision of the Document Services Unit Manager and in conjunction with Subject Matter Experts (SME) across the department, this position composes, maintains, and clarifies policies and procedures for the department. This encompasses legal analysis, research into best practices, distribution, and implementation support.

***Dimensions***

Executive Directives	+/- 150
Policy manuals	+/-250
Committee charters:	+/-40
Annual policy updates:	+/-200
Annual manual sales:	\$28,850 - \$123,805
Special projects:	10+ Annually

***Nature and Scope***

This position reports to the Document Services Unit Chief. No subordinates report to this position.

This position provides administrative support, policy development, and policy analysis in support of the department's Policy Administration Program. This responsibility includes strict adherence to the ISO 9001 standards for document control; detailed record keeping to maintain an audit train of each policy change; coordination of all aspects of the policy related meetings including the agenda, meeting space, use of virtual meeting software, meeting records, and follow-up items; maintenance of various SharePoint sites containing policy documentation and information; and selling/distributing manuals to internal and external customers.

Typical problems encountered by the incumbent include performing a wide range of policy development activities with competing demands and priorities, and the need to adapt and assimilate information quickly to ensure policy outcomes are achieved.

The incumbent provides a liaison relationship with the Office of Legislative Affairs, the Office of Chief Counsel, the Office of Communications, the department's Records Center, and other state agencies to ensure the department is in compliance with state and federal laws and any policy initiatives of the Governor's Office or Central Management Services. This position has contact with department employees at all levels and locations. The incumbent is personally responsible for maintenance of Policy Administration Program's procedural documentation.

The effectiveness of this position is measured by the incumbent's ability to draft and analyze policy documents which align with the department's Vision Plan and existing policies, while coordinating with various Subject Matter Experts across the department, Labor Relations, and executive staff in order to meet policy review and publication deadlines.

The incumbent must work within the framework of the state and federal law, CMS Rules, IDOT policy and procedures, and sound business practices.

***Principal Accountabilities***

1. Provides policy development and analysis services for internal customers.
2. Maintains audit trail of all policy changes.
3. Maintains various SharePoint sites containing policy documentation and information.
4. Maintains currency of the department's Policy Administration Program procedural documentation.
5. Coordinates of all aspects of policy meetings.
6. Sells/distributes manuals to internal and external customers.
7. Perform duties in compliance with departmental safety rules. Perform all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.