



# 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 2, 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 3, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, August 16, 2017**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License 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.

CE V

ADA Policy Engineer  
Bureau of Design & Environment  
Office of Program Development  
Springfield

Attachments  
42110

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 **Wednesday, August 16, 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 ACTIVE Illinois Professional Engineer License 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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer V</b>	<b>Salary:</b>	<b>\$6,315 - \$8,263*</b>
<b>Position Title:</b>	<b>ADA Policy Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW115-23-65-307-20-02</b>	<b>IPR#:</b>	<b>42110</b>

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

Office of Program Development / Bureau of Design and Environment / 2300 S. Dirksen Parkway/Springfield, IL

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### Description Of Duties:

This position is responsible for the development of ADA engineering policies and implementation of the ADA transition plan(s) within the Office of Program Development to ensure the programs and projects delivered are compliant with federal and state accessibility requirements. This position is also responsible for providing training on accessible design requirements, performing compliance reviews in the field, and assisting with the investigation and resolution of ADA complaints throughout the state.

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### Special Qualifications:

#### Required:

- Current Illinois Professional Engineer license
- Frequent statewide travel and field work within construction sites; and occasional out-of-state travel to attend training and conferences
- Valid driver's license

#### Desired:

- Nine years of experience in civil engineering/architecture of which at least five years should be in the specific area of highway engineering with emphasis on ADA accessibility requirements
- Knowledge of highway design and accessible pedestrian design
- Ability to plan, organize and execute technical program requirements
- Strong oral and/or 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>	March 28, 2017	<b>POSITION:</b>	ADA Policy Engineer
<b>APPROVED BY:</b>	<i>Maureen Addis</i>	<b>OFFICE/DIVISION:</b>	Office of Program Development/Bureau of Design and Environment
<b>CODE:</b>	PW115-23-65-307-20-02	<b>REPORTS TO:</b>	Policy Engineer

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***Position Purpose***

This position is responsible for the development of ADA engineering policies and implementation of the ADA transition plan(s) within the Office of Program Development to ensure the programs and projects delivered are compliant with federal and state accessibility requirements. This position is also responsible for providing training and accessible design requirements, performing compliance reviews in the field, and assisting with the investigation and resolution of ADA complaints throughout the state.

***Dimensions***

Policies Issued / Revised:	3-6 Annually
Transition Plans Implemented / Monitored:	1-9 Annually
Training Classes Conducted:	6-18 Annually
Projects / Construction Sites Reviewed:	25-100 Annually
Inquiries Answered:	250-500 Annually
Complaints Investigated:	1-12 Annually
Presentations Given:	6-12 Annually
Out-of-State Training Attended:	1-2 Annually

***Nature and Scope***

This position reports to the Policy Engineer as do the Highway Policy Engineer, the Bicycle & Pedestrian Policy Engineer, and the Policy Specialist. No subordinates report to this position.

Section 504 (49 CRF Part 27) of the Rehabilitation Act of 1973 (29 USC 794), the Illinois Environmental Barriers Act (410 ILCS 25/1), and Title II (28 CFR Part 35) of the Americans with Disabilities Act (ADA) of 1990 (42 USC 12131) prohibit discrimination on the basis of disability by public entities. To that end, both federal and state accessibility standards have been established (e.g. the ADA Standards of Accessible Design (ADAAG), the Illinois Accessibility Code, and the Draft Public Rights-of-Way Accessibility Guidelines (Draft PROWAG)). This position interprets these accessibility standards and develops policies to ensure the Office of Program Development's programs and projects are compliant. Title II of the ADA also requires public entities to develop a transition plan which involves identifying existing facilities that limit access to persons with disabilities and specifying a schedule for improving those facilities. This position guides the development of the transition plans and ensures they are implemented.

Typical problems of this position include keeping policy current with the accessibility standards and the court rulings which affect their interpretation; as well as, recognizing non-compliance with the standards either in a set of plans or on-site. The greatest challenge of this position is attaining an expertise with the subject matter and effectively communicating what expertise to others either during training classes or in small group discussions.

This position has a wide range of responsibilities concerning ADA, such as developing and interpreting ADA standards and policies and advising others on the application of those policies in transportation projects. Responsibilities also include developing and implementing ADA transition plans, providing training on accessible design, performing compliance reviews in the field, and assisting with the investigation and resolution of ADA complaints throughout the State.

This position is given wide latitude and accomplishes his/her responsibilities personally. Only the complex and/or sensitive issues are referred to the supervisor for review and approval. The incumbent is constrained however by departmental, state, and federal policies, rules, and regulations.

This position works with Bureau of Design and Environment staff, as well as staff from the Bureaus of Bridges and Structures, Construction, Operations, Local Roads and Streets, and the highways district offices, the Office of Chief Counsel, and the Bureau of Civil Rights. Outside the department, the incumbent interacts with the Federal Highway Administration, the United States Access Board, the Illinois Attorney General's Office, the Illinois Capitol Development Board, local public agencies, and the public. This position represents the department at various meetings held by the incumbent, by other department sections, and by organizations outside the department. To accomplish the tasks required by this position, travel and field work is required throughout the state and travel is occasionally required outside the state to attend training/conferences.

The effectiveness of this position can be measured by the extent to which responsibilities are accomplished, with regard to quality and time constraints. Success is indicated by the extent to which accessibility compliance is achieved.

***Principal Accountabilities***

1. Develops and interprets ADA engineering policies to ensure the programs and projects delivered are compliant with federal and state accessibility requirements.
2. Guides the development of ADA transition plans within the Office of Program Development and ensures their implementation.
3. Maintains an effective liaison with district staff and other central bureaus/offices for the purposes of obtaining policy input, providing policy interpretations, and resolving problems.
4. Serves as the Office of Program Development's primary point of contact on ADA issues for external partners such as: the Federal Highway Administration, other state agencies, local public agencies, special interest groups, and consultants.
5. Provides training on accessible design as defined by the various accessibility standards.
6. Makes presentations on ADA issues at various meetings.
7. Performs compliance reviews in the field.
8. Assists with the investigation and resolution of ADA complaints.
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 required or assigned.