



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: October 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 10, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, October 23, 2017**. Applications 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET IV

Systems Inventory Chief
Region 3/District 5/Program Development
Highways Project Implementation
Paris

Attachments
42253

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 **Monday, October 23, 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.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician IV	Salary :	\$4,695 - \$6,735*
Position Title:	Systems Inventory Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-55-302-12-01	IPR#:	42253

Office/Central Bureau/District/Work Address:

OHPI/Region 3/District 5/Bureau of Program Development/13473 IL Hwy 133 W., Paris, IL

Description Of Duties:

This position is accountable for gathering, recording, verifying, coding and inputting the physical characteristics of all transportation systems in the seven counties of District 5 into the IRIS Data Bank and for retrieving this data in the appropriate form for users needing the data in the course of transportation planning and decision making.

Special Qualifications:

Required:

- Valid driver's license
- Extensive districtwide travel with overnight stays; and overtime

Desired:

- An associate degree from an accredited two-year engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years of experience performing a variety of technical tasks of which at least four years should be related to civil engineering
- Strong oral and written communication skills; and organizational skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday-Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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**

DATE:	March 15, 2016	POSITION:	Systems Inventory Chief
APPROVED BY:		OFFICE/DIVISION:	OHPI/R 3 District 5/ Program Development
CODE:	PW014-23-55-302-12-01	REPORTS TO:	Planning & Services Section Chief

Position Purpose

This position is accountable for gathering, recording, verifying, coding and inputting the physical characteristics of all transportation systems in the 7 counties of District 5 into the IRIS Data Bank and for retrieving this data in the appropriate form for users needing the data in the course of transportation planning and decision making.

Dimensions

Subordinate Personnel:	2 full time
Section Budget:	\$88,000
Area Served:	7 counties, 10 urban areas, 97 municipalities, 3 urbanized areas
Inventory Items:	16,000 roadway miles; 3,665 structures
Local Roads Allocations:	1,738 railroad crossings, \$35-45 M annually

Nature and Scope

This position reports to the Planning and Services Section Chief as do the Systems Planning Unit Chief and Traffic Studies Unit Chief. Reporting directly to this position are two Systems Inventory Technicians.

The incumbent in this position can have a significant impact on State highway systems, because much of the transportation planning done by the State uses data gathered by the incumbent as a basis for decision-making. The mileage data he/she gathers is a basis for apportioning Motor Fuel Tax funds to townships and road districts. Tax fund distributions to municipalities are also based upon data provided by the incumbent. In addition, data gathered by the incumbent is used in planning new and improved transportation facilities; apportioning funds for the Special Bridge Replacement Program and the National Railroad Crossing Program, preparing sufficiency and needs studies; determining functional classification of existing transportation facilities; preparing various mileage studies; preparing and updating various maps. The position is unique in that the incumbent must have both a working knowledge of highway construction technology and a thorough knowledge of the IDOT inventory system.

Typical problems encountered by the incumbent most frequently involve obtaining the required data by the most efficient means and resolving conflicting data prior to coding and entering the IRIS Data Bank. Another significant problem involves obtaining cooperation and instructing municipal, county, consulting personnel in properly coding data and interpreting information derived from the IRIS Data Bank. The greatest challenge for the incumbent is to schedule the limited number of available personnel for data collection activities so as to accurately obtain data in a timely and economical manner to meet all deadlines.

The incumbent personally plans and schedules all data gathering, recording, and coding activities; trains and supervises permanent subordinates; collects, records, codes, and retrieves data information from State, County, and City sources; supplies data in a manner useful to other bureaus and personnel; reads, interprets and prepares plats from municipal ordinances, updates electronic data that is used in GIS to create various maps used statewide.

The incumbent accomplishes objectives through the following subordinate positions:

System Inventory Technician— Who is responsible for assisting the Systems Inventory Chief in maintaining the District Roadway File and the District Structure File in a current state of readiness for the retrieval of highway related information.

The position operates under the guidelines supplied by the Central Office of Planning and Programming and the National Bridge Inspection Program. This position is constrained by departmental rules and regulations.

This position is in daily contact with other district bureaus concerning roadway and structure data, mapping support, and other inventory data, to provide station information and other data in connection with traffic accidents and photo logging. The incumbent is in frequent contact with the Central Office of Planning and Programming in regard to entries in the IRIS Data Bank, special reports, and the verification of information. Outside the Department, the incumbent is in frequent contact with employees of consulting engineers, municipalities, townships, counties, and the Department of Conservation, all of whom have a direct interest in the data collected by the incumbent. Travel is frequent and extensive throughout the District.

The incumbent in this position will be evaluated by the timeliness and accurateness of the data that he/she is responsible for maintaining. Timeliness may be judged by whether the incumbent meets deadlines. Accurateness may be judged by feedback from those affected by his/her data and from users of the data.

Principal Accountabilities

1. Complete end of year revisions to the IRIS Data Bank accurately and according to the deadlines established by the Central Office Planning Services Section.
2. Complete all inventories in accordance with established deadlines.
3. Train, schedule, supervise, and evaluate subordinates in accurately gathering, recording, coding, and verifying data.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
5. Performs other duties as assigned.