



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: November 20, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 22, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, December 7, 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.

TM III Environmental Information and
 Communications Coordinator
 Bureau of Design & Environment
 Office of Program Development
 Springfield

Attachments
42280

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 **Thursday, December 7, 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:	Technical Manager III	Salary:	\$4,670 - \$6,483*
Position Title:	Environmental Information and Communications Coordinator	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-65-306-10-01	IPR#:	42280

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for managing a computerized project management system for the Location & Environment Section; coordinating the review of consultant Statements of Experience and Financial Condition (SEFCs); requesting environmental prequalification; documenting all findings; and performing project coordination support tasks.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel which may require overnight stays

Desired:

- Completion of four years of college preferably with major courses in environmental sciences
- Four years' experience in activities related to the National Environmental Policy Act (NEPA) and its administration, including coordination and management of data
- Experience and proficiency using Microsoft Office Suite programs with an emphasis in SharePoint, Excel and database management
- 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

**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:	7/6/2017	POSITION:	Environmental Information and Communications Coordinator
APPROVED BY:	Maureen Addis	OFFICE/DIVISION:	Office of Program Development Bureau of Design and Environment
CODE:	PW413-23-65-306-10-01	REPORTS TO:	Project Coordination Unit Manager

Position Purpose

This position is accountable for managing a computerized project management system for the Location & Environment Section; coordinating the review of consultant Statements of Experience and Financial Condition (SEFCs); requesting environmental prequalification; documenting all findings; and performing project coordination support tasks.

Dimensions

Reports generated from databases:	35 Annually
Project coordination correspondence researched and prepared:	100 Annually
Environmental reports reviewed and processed:	25 Annually
Consultant environmental experience statements reviewed & processed:	100 Annually

Nature and Scope

This position reports to the Project Coordination Unit Manager as do the Air Quality & Noise Specialist, the Socio-economic Specialist, and the Natural Resources Specialist. There are no subordinates reporting to this position.

This position manages information and data relative to the Bureau of Design & Environment's (BDE) Phase 1 environmental process. The incumbent serves as communication liaison between the BDE Location & Environment Section and all District Environmental Coordinators and staff. The incumbent is responsible for providing information concerning environment-related meetings and activities, training classes, and issues related to the Project Monitoring Application (PMA) database used by BDE and the District Environment Sections and Local Roads staff. S/He is also responsible for the review of consultant Statements of Experience and Financial Condition (SEFCs) requesting environmental prequalification, including verification of credentials, rankings and preparation of appropriate responses. The incumbent assists project coordinators with tasks including the review and editing of environmental report comments and preparation of correspondence. S/He participates on committees relating to project development processes.

The greatest challenges for this position include ensuring the proper functioning of the PMA database and development of reports used by the section, while also coordinating consultant prequalification reviews and providing project coordination support tasks. This involves balancing conflicting priorities and successfully managing uneven workloads, while maintaining an awareness of environmental process regulations, requirements, and procedures. Priorities can change quickly in response to special circumstances. The incumbent must use his/her judgment in work situations that include anticipating problems, resolving difficulties, and expediting the flow of information to appropriate staff.

The incumbent is responsible for coordinating the analysis and review of consultant statements of environmental experience, documenting all findings, and recommending appropriate action. This requires an intensive and time-consuming effort of contacting consultants, their clients and other state agencies. The incumbent is responsible for researching and preparing project coordination correspondence and transmitting

reports, approvals, and other notifications to the districts, retained consultants, and outside agencies for review and/or approval. S/He is responsible for providing project coordination support tasks and for assisting on committees relating to project development processes. To accomplish this effectively, s/he must maintain an awareness of current environmental regulations and processing procedures.

The incumbent has substantial latitude to resolve problems encountered in this position. S/He typically refers to his/her supervisor significant problems that affect working relationships among staff or that involve difficult or sensitive coordination with offices or individuals outside the section.

Internally, the incumbent has frequent contact with section personnel regarding computer report needs, with project coordinators regarding correspondence and support tasks, and with Consultant Unit personnel regarding environmental consultant (prequalification) reviews. Externally, the incumbent maintains contact with district environmental coordinators and Federal Highway Administration personnel with regard to project coordination issues; with consultants, their clients, and other state transportation departments regarding verification of information submitted for environmental consultant prequalification reviews; and, with other state and federal agencies involved in the NEPA or environmental review process. The incumbent may be required to travel to district offices for training or project coordination support activities, including attendance at coordination meetings.

Performance for this position can be measured by the efficient management and proper functioning of the Project Monitoring Application (PMA) database used by BDE and District environmental staff; prompt, accurate review of all consultant environmental prequalification documents (SEFCs); and timeliness in transmitting information to/from districts and responding to requests for assistance.

Principal Accountabilities

1. Ensures prompt retrieval of data and proper function of the PMA database used by Central Office and all district Environment Section staff.
2. Coordinates the review of consultant statements of environmental experience (SEFCs) requesting environmental prequalification, documents all findings, and recommends appropriate action.
3. Develops format and prepares periodic reports on environmental surveys, environmental studies and documents, and consultant statements of environmental experience (SEFCs).
4. Reviews format and content of environmental reports for routine to moderately complex projects, edits and coordinates with project coordinators, and prepares responses to the districts, as needed.
5. Participates on committees relating to project development processes.
6. Prepares and distributes project coordination and other Environment-related correspondence.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.