



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 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 8, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, November 22, 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 VI

Senior Program Manager
Office of Planning & Programming
Bureau of Innovative Project Delivery
Chicago

Attachments
42301

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 **Wednesday, November 22, 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 VI	Salary:	\$6,535 – \$8,778*
Position Title:	Senior Program Manager (Chicago)	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-10-700-00-02	IPR#:	42301

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Innovative Project Deliver/69 W. Washington St. Suite 2100, Chicago, IL

Description Of Duties:

This position is accountable for assisting in the development, negotiation and management of alternative delivery and innovative procurements and agreements that expedite the delivery of transportation projects through effective programmatic implementation and project management. This position utilizes business, financial, legal, engineering, and operation/maintenance principles and practices to perform analyses, develop the business case, and evaluate proposals related to the bureau programs. In addition, this position is responsible for developing, implementing, and monitoring statewide policy, guidance and best practices for the identification, selection, development, procurement and administration of transportation projects.

Special Qualifications:

Required:

- Valid driver's license
- Travel (in and out-of-state)
- Overtime may be required due to program/project deadlines

Desired:

- Master's Degree in engineering, business administration or public administration with courses in finance, contract law, planning, public policy, civil construction and project management
- Three years of work experience in development of large complex projects, managing multiple projects, developing project plans, project finance, financial modeling and analysis, development of programmatic initiatives, policies and guidelines, and legal and legislative analyses
- Extensive knowledge of the applications and use of public procurement laws and policies
- Extensive knowledge of departmental organization and functions, as well as a working knowledge of state and federal agencies in order to coordinate interdepartmental/interagency activities
- Ability to implement policy within the areas of assigned programs and projects
- Ability to conduct and perform financial and technical feasibility analyses
- Ability to develop program objectives within the framework of the Department's legislated functions and best practices
- Ability to plan, develop, implement and evaluate assigned departmental programs in order to attain assigned objectives
- Ability to effectively communicate orally and in writing to executive, technical and non-technical audiences
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel
- Ability to think independently, creatively solve problems and build consensus
- Project Management or Professional Engineer Certification

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:	August 8, 2017	POSITION:	Senior Program Manager (Chicago)
APPROVED BY:	<u>Ousama Beydoun</u>	OFFICE:	Planning and Programming/ Bureau of Innovative Project Delivery
CODE:	PW416-23-10-700-00-02	REPORTS TO:	Bureau Chief

Position Purpose

This position is accountable for assisting in the development, negotiation and management of alternative delivery and innovative procurements and agreements that expedite the delivery of transportation projects through effective programmatic implementation and project management. This position utilizes business, financial, legal, engineering, and operation/maintenance principles and practices to perform analyses, develop the business case, and evaluate proposals related to the bureau programs. In addition, this position is responsible for developing, implementing, and monitoring statewide policy, guidance and best practices for the identification, selection, development, procurement and administration of transportation projects.

Dimensions

Programs: 3-5

Nature and Scope

This position reports to the Bureau Chief of Innovative Project Delivery.

The position develops, implements and monitors public-private partnership (P3) / design-build (DB) programs, statewide policies and programmatic initiatives in accordance with the state and federal procurement laws, with special emphasis on the planned use of financial resources and the design of statutory mechanisms in support of those programs, policies, and initiatives. S/He coordinates and interacts with stakeholder agencies to promote sound policy development focusing on development and financing/funding of P3 / DB projects. S/He must possess knowledge in programmatic and project management, public policy, financial and legal principles and practices related to procurement and development of financial transactions related to the delivery of complex transportation projects pursuant to P3 / DB agreements. S/He will also need to be intimately familiar with the workings of the Department's various cash flow models as well as the State Finance Act provisions relating to the Department's operating and capital funds and the limitations of State appropriation law (for both pay-as-you go financing and bond-fund supported spending) to assist with the development of investment grade financial plans.

The greatest challenge of this position is to utilize business and financial principals and best practices to support the identification, development, procurement, financing and funding of complex transportation P3 / DB transportation projects.

The incumbent finalizes the development of programs, contract negotiations, contract administration, procurement processes in accordance with IDOT and FHWA policies, Illinois Public-Private Partnerships for Transportation Act, and procedures and processes related to P3 / DB. S/He develops and implements standard and financial project controls and contractual provisions for the P3 / DB program. S/He develops/makes recommendations to management on the various financial and funding options pertaining to P3 projects and implementing processes/policy improvements as needed, and assists in the delivery of procurements of projects on time by monitoring timely changes to the procurement schedule, preparing and updating detailed financial schedules and projections, and seeking timely resolutions of key decisions. The incumbent provides

significant input in developing programmatic and financial policies, procedures, practices and guidance for the P3 / DB program by reviewing state and federal procurement laws (including the laws of other states) related to national and international P3 / DB programs, and develops draft general and financial policies and procedures. S/He interacts closely with the Office of Planning and Programming programmatic team to ensure a coordinated effort and implementation of P3 / DB policies/programs and recommends projects for innovative project delivery to the Bureau Chief.

Internal contacts include the Office of Legislative Affairs, Policy and Federal Affairs Section, to monitor changes in federal law and programs relating to P3 / DB programs, the Fiscal Analysis Section, Bureau of Budget and Fiscal Management, to coordinate the integration of P3 projects with the Section's role in developing the financial plans for the Department's Multi-Year Highway Program and other modal programs; and the Offices of Chief Counsel and Legislative Affairs to coordinate recommendations and procedures. External contacts include other state agencies, P3 / DB officials in other states and the private sector, state and federal legislators and legislative staff, consultants, and the general public regarding proposed projects and legislation concerning office programs. Travel is required of this position.

This position has wide latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by applicable state/federal statutes, rules and guidelines.

The effectiveness of this position is measurable by the processing and delivery of the P3 / DB program.

Principal Accountabilities

1. Serves as the lead in the development, implementation and monitoring of the funding/financing of P3 / DB projects, statewide policies and programmatic initiatives in accordance with the state and federal procurement laws.
2. Provides significant input in developing programmatic and financial policies, procedures, practices and guidance for the P3 / DB program, with primary responsibility for the design, integration and coordination of P3 / DB projects with departmental financial plans and appropriations.
3. Monitors compliance to ensure conformance to the policies and procedures of state and federal procurement laws, the State Finance Act, the Highway Code, the Aeronautics Act, the General Obligation Bond Act, and all other pertinent state and federal laws.
4. Identifies and recommends projects and financing/funding options for innovative project delivery.
5. Assists management in administration of miscellaneous tasks by performing other duties as assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.