



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 10, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, January 24, 2018**. 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 V

Safety Projects Manager
Bureau of Safety Programs & Engineering
Office of Program Development
Springfield

Attachments
42344

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, January 24, 2018**, 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 V	Salary:	\$6,020 - \$8,115*
Position Title:	Safety Projects Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-65-803-23-01	IPR#:	42344

Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Safety Programs and Engineering / 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position facilitates the Annual Highway Safety Plan; manages highway safety projects conducted by state and local agencies; and accounts for the disposition of federal requirements related to the Illinois Highway Safety Plan.

Special Qualifications:

Required:

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

Desired:

- Bachelor's degree preferably with courses in business, economics, statistics, sociology, public finance or public administration
- Seven years of experience in public or business administration with an emphasis on the support and management of highway safety projects
- Working knowledge of Federal Highway Safety Program standards and procedures
- Working knowledge of management techniques and modern organizational concepts as they apply to highway safety activities
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to plan, coordinate and direct efforts of employees and state and local agencies for efficient accomplishment of program objectives

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:	September 7, 2017	POSITION:	Safety Projects Manager
APPROVED BY:	Paul Lorton	OFFICE:	Office of Program Development Bureau of Safety Programs and Engineering
CODE:	PW415-23-65-803-23-01	REPORTS TO:	Safety Programs Implementation Manager

Position Purpose

This position facilitates the Annual Highway Safety Plan; manages highway safety projects conducted by state and local agencies; and accounts for the disposition of federal requirements related to the Illinois Highway Safety Plan.

Dimensions

Staff:	6 Direct
State Agency Projects:	15-20 Annually
Local Agency Projects:	190-300 Annually
# of State Agencies Contracted with:	6-8 Annually
Highway Safety Program:	Annual Highway Safety Plan
Reports:	Annual Evaluation Report

Nature and Scope

This position reports to the Safety Programs Implementation Manager as do the Motorcycle Safety Manager and the At-Risk Behavior Manager. Reporting to this position are the Safety Grant Administrators.

This position operates within an environment that coordinates highway safety program plans and manages highway safety projects conducted by state and local agencies. Responsibilities include developing a comprehensive plan to address highway safety issues in the state of Illinois and to ensure that projects conducted by state and local agencies utilizing federal Highway Safety Funds fall within the scope of the Annual Highway Safety Plan (HSP) and progress toward specified goals within the time parameters dictated by overlapping state and federal budget cycles. The HSP details the problem areas, the specified proposed countermeasures, and the proposed funding levels for each countermeasure. On occasion, the HSP also includes countermeasures funded through special incentive and categorical programs developed by Congress. The HSP is prepared annually and is due for submission to the National Highway Traffic Safety Administration (NHTSA) every July 1. The agency projects are aimed at reducing the deaths and injuries resulting from vehicle crashes on Illinois' roadways. Activities conducted as a part of these projects generally focus on one or more of the following emphasis areas: Alcohol, Occupant Protection, Speed Control, Police Traffic Services, Traffic Records, Emergency Medical Services, Roadway Safety and Bicycle/Pedestrian Safety. The incumbent shares responsibility for ensuring that the state of Illinois receives the maximum amount of federal reimbursement for highway safety program activities. S/He supervises the grant agreements to ensure goals and objectives established for the projects are met.

The greatest challenge of this position is to maintain frequent, cooperative contact with representatives of NHTSA as the program development and implementation process is completed. The incumbent is further challenged to identify significant traffic safety problems which should be addressed by a state or local agency, design possible countermeasure activities and provide advice on developing a highway safety program to solve the problem. This is accomplished through close monitoring of the participating state and local agency projects by the incumbent and his/her staff.

The incumbent develops the HSP which programs annual federal expenditures of \$20+ million as well as documents state and local matching activities. S/He makes recommendations on the allocation of budget funds. S/He obtains state statistical information, coordinates the efforts of a highway safety plan committee, edits and coordinates the publishing of the HSP within time limits. The incumbent is additionally responsible for assisting in the coordination of the Department's State and Local Agency Safety Program throughout the state. S/He establishes and maintains contact with key project personnel in the state and local agencies conducting highway safety project activities. The incumbent guides state and local agencies in the development of projects designed to improve highway safety problems identified through a process of crash analyses, heat maps, and data trees. The incumbent must understand not only the problem to be addressed, but the function and corresponding capabilities of agencies seeking to participate in the state's Highway Safety Program. Following the development of a viable project request, the incumbent is responsible for overseeing the approved project which is then administered and monitored by the Safety Grant Administrators through completion.

Responsibilities are accomplished through the Safety Grant Administrator(s) who develop, manage, and evaluate local and state agency highway safety projects, utilizing federal grant funds, within the scope of the statewide Highway Safety Plan.

Within broad objectives established within the HSP, the incumbent must exercise initiative and sound judgment to coordinate safety projects with state and local agencies. S/He is constrained by all departmental rules and regulations as well as NHTSA rules and guidance.

Internal contacts include the budget and fiscal management staff and GATA staff to coordinate state and local agency project requests. External contacts include representatives of NHTSA in the preparation of the Highway Safety Plan, the Federal Highway Administration and various state and local agencies for safety project management. S/He may be asked to represent IDOT on various committees, conferences, meetings and other events as required. This position assists the Department's Office of Communications in dealing with the news media in coverage of safety program activities by serving as the Department's subject matter resource on highway safety projects and the HSP. Statewide travel is required to fulfill the responsibilities of this position.

The performance of the incumbent can be measured by the quality and timeliness of completing and submitting the Annual Highway Safety Plan and the state and local agency projects which must be developed, managed and monitored.

Principal Accountabilities

1. Develops recommendations on matters affecting highway safety program plans and in the management of highway safety projects conducted by state and local agencies.
2. Maintains effective liaison with groups and individuals within the Bureau and the Department as well as external interest groups. Serves as spokesperson on highway safety projects and the Highway Safety Plan.
3. Advises and assists in the selection of broad safety priorities. This includes making recommendations on the allocations and methods to be used for budgeting funds and the promotion of highway safety measures and programs.
4. Serves on committees as directed.
5. Maintains familiarity with Federal Highway Safety Program standards and planning procedures to guide responsible and realistic project development.

6. Reviews, analyzes and recommends funding of state and local agency highway safety project requests for inclusion in the annual IDOT appropriation request and the Highway Safety Plan.
7. Manages 15-20 State Agency Highway Safety Projects and 190-300 Local Agency Highway Safety Projects including all fiscal and administrative aspects.
8. Monitors state and local agency project activities to ensure compliance with approval conditions issued by federal agencies and the Illinois General Assembly.
9. Ensures that the Annual Evaluation Report to U.S. DOT on Illinois' highway safety program activities (state and local) is prepared in a timely, thorough manner in accordance with NHTSA requirements.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.