



# 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: November 17, 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 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

Monitoring Specialist  
Office of Planning & Programming  
Bureau of Programming  
Springfield

Attachments  
42348

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 **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.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary:</b>	<b>\$4,670 - \$6,483*</b>
<b>Position Title:</b>	<b>Monitoring Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-10-403-20-02</b>	<b>IPR#:</b>	<b>42348</b>

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

Office of Planning & Programming / Bureau of Programming / 2300 S. Dirksen Parkway / Springfield, IL

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### Description Of Duties:

This position is accountable for verifying the integrity of the data in the Windows Program Planning System (WPPS). Responsibilities include: ensuring the data being collected and reported is valid and accurate, and the interaction of WPPS with other reporting systems is ongoing and reliable. This position will perform a significant amount of data entry into WPPS.

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### Special Qualifications:

#### **Desired:**

- Completion of four years of college preferably with courses in business, information systems or management
- Four years of experience in business administration, information systems or statistics
- Working knowledge of highway program data and state letting process
- Working knowledge and experience managing data collection and computer reporting systems
- Ability to plan, organize and execute administrative or technical program requirements
- Familiarity with PC applications such as Access, Excel, and Word
- Knowledge of the Windows Program Planning System (WPPS)

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### 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**

<b>DATE:</b>	September 11, 2017	<b>POSITION:</b>	Monitoring Specialist
<b>APPROVED BY:</b>	<i>Tracinda Sisk</i>	<b>OFFICE/DIVISION:</b>	Office of Planning & Programming/Bureau of Programming
<b>CODE:</b>	PW413-23-10-403-20-02	<b>REPORTS TO:</b>	Unit Chief, Program Monitoring & Reports

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***Position Purpose***

This position is accountable for checking the integrity of the data in the Windows Program Planning System (WPPS). Responsibilities include making sure the data being collected and reported is valid and accurate and the interaction of WPPS with other reporting systems is ongoing and reliable. This position will also perform a significant amount of data entry into WPPS.

***Dimensions***

Subordinates:	None
Reports:	50-100 Annually
Program:	\$2.3 Billion Annually

***Nature and Scope***

This position reports to the Program Monitoring & Reports Unit Chief.

Under the general supervision of the Program Monitoring & Reports Unit Chief, the incumbent is responsible for the timely and accurate entry of data into WPPS. S/He is responsible for the integrity and validity of the data. The incumbent is responsible for all data entered in WPPS from obligations received from various sources such as, but not limited to: the Central Bureau of Local Roads & Streets, the Bureau of Design & Environment and the Bureau of Operations, as well as various bureaus within the district offices. The incumbent ensures that all data entered is accurate and complete. The incumbent is expected to be familiar with other computer systems that interact with the WPPS system such as: FOA, ELM, BCM, as to what the proper data requirements are and where they are located in each system and how they should be interacting.

The greatest challenge of this position is ensuring the data being generated by the reporting systems is valid and accurate. The most typical problem for this position is in determining the cause of discrepancies and getting the discrepancies corrected with the appropriate department personnel.

Through WPPS the incumbent is responsible for monitoring and balancing the funding on various Statewide Line Items. This is accomplished through a visual identification of projects in WPPS that are associated with the corresponding Statewide Line to ensure data accuracy. In addition, various reports from the Crystal Reports System can be used for Statewide Line Items with large volumes of data. On a monthly basis, the incumbent will receive the Land Acquisition Obligation Posting Report for review of the report for data accuracy and modify WPPS accordingly. S/He will also receive the Land Acquisition Suspense Report. Necessary modifications will need to be made in WPPS to allow projects to transfer from the Suspense to the Posting Report. S/He prepares Monthly Authorization Reports and makes necessary changes to WPPS and alerts the appropriate personnel of any discrepancies. This position assists in monitoring of the Consultant Engineering portion of the Annual Highway Program by ensuring that all engineering obligations are entered into WPPS along with maintaining documentation. The incumbent assists the Unit in the creation of For the Record, a publication produced at the end of the program year which provides a detailed accounting of all projects in the Annual Highway Program, both accomplished and not accomplished.

The incumbent has latitude to complete duties and initiate appropriate changes, operating within the parameters of established procedures, departmental policy and applicable state and federal laws; and will confer with the Unit Chief when resolving issues of a non-routine nature.

This position's most significant contacts include District and Central Office personnel.

The effectiveness of this position is measured by the accuracy and the timeliness of data entry, and by how quickly problems are detected and resolved in WPPS.

### ***Principal Accountabilities***

1. Enters the highway program data into WPPS. This data is received through correspondence and contract obligation documents.
2. Audits data entered electronically by other systems into the WPPS system.
3. Audits reports being generated by the Crystal Reporting system to be sure they are in agreement. If a problem exists, takes necessary steps to determine the cause of the problem and notifies appropriate personnel.
4. Assesses the accuracy and completeness of all data received.
5. Monitors and balances funding on various Statewide Line Items.
6. Runs various reports to answer program status requests.
7. Assists in preparing the Annual Program Book and For the Record.
8. Performs other duties as required or assigned.
9. Performs duties in compliance with departmental safety rules.
10. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.