



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 9, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 14, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, November 29, 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 IV (2 positions) Senior Training Manager
Bureau of Personnel Management
Office of Finance and Administration
Springfield

Attachments
42357

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 29, 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 IV (2 Positions)	Salary:	\$5,015 - \$7,085*
Position Title:	Senior Training Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414 23-40-307-40-03	IPR#:	42357

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Personnel Management / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for the management, evaluation, implementation and coordination of a wide array of internal management leadership training programs. The incumbent functions as a trainer and a training facilitator. In addition, the incumbent also monitors the effectiveness of programs and recommends new approaches to improve, update or enhance training services. The position evaluates and assists in the recruitment and development of the in-house instructor cadre. S/He also actively contributes to the formulation of an annual training plan and assists with training needs surveys/assessments.

Special Qualifications:

Required:

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

Desired:

- Completion of four years of college preferably with major courses in education, communication, or public administration
- Five years of experience in the area of adult learning
- Excellent oral and written communication skills with the ability to communicate across all levels of the department
- Ability to plan, multi-task and manage time effectively
- Ability to develop and maintain cooperative working relationships
- Certification in one or more management leadership training programs (e.g. Dale Carnegie® Training, Real Colors®, Myers Briggs Training Program (MBTI®), The John Maxwell Team, FranklinCovey®, Leadership Through People Skills®, etc.)

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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:	August 31, 2017	POSITION:	Senior Training Manager
APPROVED BY:	Devra Muench	OFFICE:	Finance & Administration Bureau of Personnel Management
CODE:	PW414-23-40-307-40-03	REPORTS TO:	Training & Education Program Manager

Position Purpose

This position is responsible for the planning, management, evaluation, and implementation of a wide array of internal management leadership training programs. The position evaluates and assists in the recruitment and development of the in-house instructor cadre. The incumbent functions as a trainer and a training facilitator. In addition, the incumbent also monitors the effectiveness of programs and recommends new approaches to improve, update or enhance training services. S/He also actively contributes to the formulation of an annual training plan and assists with training needs surveys/assessments.

Dimensions

Unit Training Programs Implemented:	6
Annual Number of Seminars Coordinated:	35-50
Annual Number of Seminars Instructed:	10-20
Divisions/Offices Impacted:	All

Nature and Scope

This position reports to the Training & Education Program Manager.

This position works in an ever changing environment which requires extensive creativity and flexibility in solving complex planning, scheduling, and/or logistical problems. The incumbent is expected to employ a wide variety of training and delivery methods (including technology-based learning). Maintaining a keen understanding of training trends, developments and best practices is essential to this position. S/He is given considerable latitude to make logistical decisions which ensure the timely and cost effective implementation of management leadership training program seminars.

Typical problems include: Balancing finite training resources against the multiple use demands placed upon the Section, including the individual demands between staff and programmatic functions. Both participant and incumbent input is used to evaluate each seminar. S/He monitors and evaluates training program effectiveness and develops specific recommendations to improve the management leadership training programs. The position must successfully maintain harmonious relationships with employees, agency officials and the general public. The incumbent must also meet the challenge of making optimal use of time and resources by effectively planning, multi-tasking and managing time effectively.

The position is responsible for planning, scheduling and implementing training for the departments management leadership training programs which may include (but are not limited to): Executive Leadership Development Series (ELDS); Accelerated Leadership Proficiency Series (ALPS); Professional Advancement of Career Engineers (PACE); Growth and Training of Employees (GATE); Supervisor Training and Readiness Series (STARS) and Special Training on Request (STOR). The incumbent manages the implementation of seminars necessary to meet the annual demands for assigned programs. S/He facilitates training, train-the-

trainer and other programs as assigned which require statewide travel. The incumbent develops learning activities, audio-visual materials, instructor guides and lesson plans. The incumbent also assists with identifying and assessing future and current training needs and participates in the development of training needs surveys and an annual training plan.

This continuous development process requires the incumbent to develop a long term and constructive relationship with Training Cadre members from many different divisions and offices. S/He serves as a resource for in-house cadre and also participates in the evaluation, development and recruitment of cadre members. The incumbent must utilize a high level of sensitivity, candor and confidentiality in completing team assignments, while continuing to demonstrate a high level of professional demeanor.

This position is given wide latitude to accomplish its responsibilities. It is constrained by departmental rules and regulations. Matters of a unique nature are referred to the supervisor for resolution.

Internal contacts include all offices within the department and Training Cadre. External contacts include other state agencies, procurement sources, outside training consultants, and vendors for securing training sites. Travel is required of the position.

The effectiveness of this position is measured by the administrative, instructor, and participant feedback pertaining to seminar logistics and coordination.

Principal Accountabilities

1. Plans and implements management leadership training programs.
2. Functions as a trainer through facilitating and instructing programs and classes.
3. Recommends content and implements portions of an annual training plan. Participates in the development and implementation of training need surveys.
4. Assists in the recruitment, development and evaluation of in-house cadre.
5. Balances finite training resources against multiple demands of implementing management leadership training programs.
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.
7. Performs other duties as required or assigned.