



# 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: October 30, 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 1, 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: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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.

CE VI

Safety Design Unit Chief  
Bureau of Safety Programs & Engineering  
Office of Program Development  
Springfield

Attachments  
42375

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 **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: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. 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

<b>Classification:</b>	<b>Civil Engineer VI</b>	<b>Salary :</b>	<b>\$6,945 - \$8,983*</b>
<b>Position Title:</b>	<b>Safety Design Unit Chief</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW116-23-65-801-10-01</b>	<b>IPR#:</b>	<b>42375</b>

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

Office of Program Development/Bureau of Safety Programs & Engineering / 2300 S Dirksen Pkwy, Springfield, IL.

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#### Description Of Duties:

This position is accountable for managing state-of-the-practice published research on state-of-the-art safety related topics and developing and implementing policies and initiatives related to the Highway Safety Manual (HSM); and reviewing recommendations to revise existing policies or to develop new policies. This position provides statewide technical guidance and general direction on proper highway clear zones and roadside treatments. This position administers the statewide safety crash analysis to identify patterns with specific roadway designs and recommends mitigating measures. S/He administers the Highway Safety Improvement Program (HSIP) identified by the regulations set forth in 23 Code of Federal Regulations Part 924 Highways Safety Improvement Program and United State Code, Title 23 and 49. The incumbent also coordinates statewide Roadside Safety Assessments (RSA).

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Current Illinois Professional Engineer license
- Statewide travel with occasional out-of-state travel

##### Desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis on activities of highway safety
- Extensive knowledge of the modern methods and procedures of public works engineering
- Ability to develop and maintain cooperative relationships with staff and the public
- Ability to interpret and enforce bureau and departmental policies
- Strong oral and written communication skills

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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>	May 25, 2017	<b>POSITION:</b>	Safety Design Unit Chief
<b>APPROVED BY:</b>	<i>Priscilla Tobias</i>	<b>OFFICE:</b>	Office of Program Development/ Bureau of Safety Programs & Engineering
<b>CODE:</b>	PW116-23-65-801-10-01	<b>REPORTS TO:</b>	Safety Policy & Initiatives Engineer – Section Chief

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**Position Purpose**

This position is accountable for managing state-of-the-practice published research on state-of-the-art safety related topics and developing and implementing policies and initiatives related to implementation of the Highway Safety Manual (HSM). S/he is also responsible for reviewing recommendations to revise existing policies or to develop new policies. This position provides statewide technical guidance and general direction on proper highway clear zones and roadside treatments. This position administers the statewide safety crash analysis to identify patterns with specific roadway designs and recommends mitigating measures. S/he administers the Highway Safety Improvement Program (HSIP) identified by the regulations set forth in 23 Code of federal Regulations Part 924 Highways Safety Improvement Program and United States Code, Title 23 and 49. The incumbent is responsible for coordinating statewide Roadside Safety Assessments (RSA).

**Dimensions**

Programs:	Roadside Safety Assessments, guardrail, end section, median barriers, clear zones, safety audits, HSIP
Safety Programs:	\$40+ Million Annually
Construction Projects:	\$1.3 Billion Annually
Training:	3-5 Annually

**Nature and Scope**

This position reports to the Safety Policy & Initiatives Engineer - Section Chief. Reporting directly to this position are the Safety Design Services Engineer, Senior Safety Evaluation Engineer, Safety Design Evaluation Services Engineers, and Traffic Data & Field Investigation Managers.

The incumbent is responsible for being current on innovative safety design practices. S/He is responsible for managing and recommending policies and procedures concerning roadside safety assessments, the Highway Safety Improvement Program (HSIP), guardrail, guardrail end sections, median barriers, and other roadside safety items. The environment of safety policies and procedures includes the administration of the review and analysis of technical research reports and the coordination and communications with internal and external personnel. S/he represents the department on various national committees, task forces, and pooled fund studies. The incumbent provides recommendations and feedback that will benefit the department's safety efforts. S/He is responsible for providing safety training to department staff.

Typical problems in this position involve the continual oversight of research papers, federal notices, new equipment/hardware/devices and product literature. In addition, in-house and industry recommendations for new and/or revised policies must be administered with the objective of determining applicability to departmental interest and goals. The greatest challenge of this position is to identify safety strategies and produce meaningful, cost-effective, and timely policies for a wide range of highway safety features.

The incumbent maintains lists of approved/qualified roadside hardware, for keeping IDOT up to date in the latest developments and replying to inquiries from districts regarding the HSIP, RSA and roadway safety strategies. S/He administers technical correspondence and reports on safety issues, oversees on-site reviews of hazardous roadways and reviews pertinent documentation. The incumbent also oversees the development of dissemination of standards, procedures and policies relative to highway safety needs. S/He coordinates with policy development units in the Bureau of Design and Environment, other central bureaus, other states and FHWA to ensure that proposed policies are uniform.

The incumbent accomplishes accountabilities through the following:

*Safety Design Engineer* who develops and implements initiatives related to implementation of the Highway Safety Manual (HSM), performing road safety assessments (RSA), managing state-of-the practice published research on state-of-the art guardrail and median barrier end sections, roadside and median barriers, and other roadside appurtenances.

*Safety Design Evaluation Engineers* who review crash data to identify patterns with specific road designs and assists in developing mitigating measures.

*Traffic and Field Investigation Manager* who provides analysis and interpretation of crash data and prepares evaluation studies and reports and identifies causal factors through investigations.

The incumbent has regular contacts within the department which include the other central bureaus in the Offices of Program Development and Project Implementation and the district offices and the Office of Planning and Programming. In addition, contacts are frequently made with the FHWA, industry and with other state and local highway agencies and research consultants. S/He is in frequent contact with district staff to assist in interpreting design policies relating to safety and design deviation request. S/He is required to travel within the state for safety related issues and occasionally outside the state for technical meetings and/or training.

The effectiveness of this position is measured by the ability of the incumbent to manage the appropriate safety programs, the resolution of differences of opinions on safety design problems, and the dissemination of timely and effective standards, procedures and policies which result in safe, cost-effective traffic operations.

### ***Principal Accountabilities***

1. Identifies and recommends safety strategies based on statewide crash analyses.
2. Manages and recommends policies, procedures concerning roadside safety assessments, Highway Safety Improvement Program, guardrail, guardrail end section, median barriers, and other roadside safety items.
3. Administers the federal and state safety programs including the Highway Safety Improvement Program and Roadside Safety Assessments.
4. Manages statewide training of proper procedures and policies on conducting roadside safety analyses, roadside safety and other safety programs.
5. Administers technical correspondence and reports of safety issues.

6. Plans, organizes directs and controls the unit's efforts in a timely, cost-effective manner.
7. Oversees on-site technical reviews and pertinent documentation.
8. Oversees the development and dissemination of standards, procedures and policies relative to highway safety needs.
9. Consults with policy development units in the Bureau of Design and Environment, other central bureaus, other states and FHWA to ensure that proposed policies are uniform.
10. Represents the department on national safety committees, task forces, and pooled fund studies.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as required and/or assigned.