



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 Wednesday, 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 II

Contract Compliance Specialist
Region 4/District 6/Executive Office
Office of Highways Project Implementation
Springfield

Attachments
42399

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 II	Salary:	\$4,105 - \$5,710*
Position Title:	Contract Compliance Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-56-000-00-01	IPR#:	42399

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Executive Office/126 E Ash St, Springfield, IL

Description Of Duties:

This position is responsible for assisting with the implementation and monitoring of the Equal Employment Opportunity (EEO), Labor Compliance and Disadvantaged/Women Business Enterprise Program provisions that apply to all state supervised construction projects in the district.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel with extensive same-day travel and occasional overnight stays; and overtime during construction season

Desired:

- Completion of four years of college preferably with courses in business, communications, public finance or public administration
- Thorough understanding of federal and state laws and regulations pertaining to EEO/Affirmative Action and Labor Compliance
- Understanding of highway construction activities and the technical language used
- Proficient in Microsoft Word and Excel
- Strong oral and written communication skills
- Ability to resolve conflict

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:	October 2014	POSITION:	Contract Compliance Specialist
APPROVED BY:	<u>Roger Driskell</u>	OFFICE/DIVISION:	Highways/Region 4/District 6
CODE:	PW412-23-56-000-00-01	REPORTS TO:	Contract Compliance Officer

Position Purpose

This position is responsible for assisting with the implementation and monitoring of the Equal Employment Opportunity (EEO), Labor Compliance and Disadvantaged/Women Business Enterprise Program provisions that apply to all state supervised construction projects in the District.

Dimensions

Number of Contracts	70-100 annually
Value of Contracts	\$130 to \$150 million annually
DBE/WBE Contracts	140 to 200 contracts
Subcontract Requests	300 to 6000 annually

Nature and Scope

This position reports to the Contract Compliance Officer. No subordinates report to this position.

This position operates within an environment of numerous State and Federal regulations which dictate the steps a contractor must take to be in compliance with EEO, Labor and DBE/WBE Contract Special Provisions. Failure on the part of a contractor to comply may result in adverse legal and financial consequences. This position is responsible for fostering positive EEO/Labor attitudes, while ensuring that EEO and Labor Compliance provisions for highway improvement contracts in the District are followed.

Typical problems faced by the incumbent include maintaining a constant knowledge of ever-changing EEO and DBE/WBE rules and regulations, assisting in the coordinating of all EEO and DBE/WBE programs, assembling and analyzing weekly, monthly, quarterly, semi-annual EEO and DBE/WBE data required by Federal mandate. The greatest challenge of this position is to assist in the improvement of existing programs with the objective of maintaining Illinois Department of Transportation compliance and eligibility for Federal funding under the EEO and DBE/WBE special provisions.

The incumbent assists the Contract Labor Compliance Officer in the implementation and control of a program which monitors all contractors and subcontractors, and accumulates data relevant to minority/female utilization as employees or in DBE/WBE Enterprises. The position is also required to assist in the design and control of an information system that reflects usage of minorities, and women by a contractor, and to advise those contractors if there is evidence of unsatisfactory employment practices. In this capacity the position offers functional guidance to contractors and/or unions. This position assists with recommending changes in the content of long range and annual EEO DBE/WBE goals and objectives.

This position assists with providing prompt, complete, and objective investigation of all complaints alleging discrimination concerning contractor and subcontractor compliance and to provide an appropriate response to the allegations. The incumbent assists in representing the District at professional and public meetings with state, federal and civic groups in the area of EEO and DBE/WBE; participates in seminars with all types of EEO officials to jointly develop improved techniques for implementing EEO policies and programs; assists with the planning and conducting of training programs to make contractors and their supervisors aware of the EEO requirements and generally improve program management within the District.

This position operates under various state and federal regulations and executive orders pertaining to EEO and labor compliance. This position resolves routine compliance problems. Issues of significant non-compliance are forwarded to the Contract Compliance Officer.

While performing the functions of this position, the incumbent will have personal contact with various levels of IDOT management, community organizations, contractors and unions. This contact will require district-wide traveling, which may include extensive same day travel and occasional overnight travel, as well as some overtime during construction season.

The performance of this position is measured by the absence of deficiency citations in departmental or federal inspections, and by the District's compliance with assigned standards regarding participation by disadvantaged women's businesses.

Principal Accountabilities

1. Ensures contractor compliance with Contract Special Provisions relating to EEO Labor Compliance Special Provisions.
2. Aids contractors in maintaining pre-assigned minority and female representation and recommends actions to remedy deficiencies.
3. Maintains effective liaison with contractors, state personnel and public organizations that facilitates equal opportunity compliance.
4. Ensures accurate and timely submittal of required reports.
5. Performs office, field, and analytical duties as assigned by the Contract Compliance Officer.
6. Provides for optimum compliance with the Disadvantaged Business Enterprises and Women's Business Enterprise programs through assisting with the coordination and monitoring.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.