



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 10, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 14, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, May 25, 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 IV

Veteran Program Manager
Executive
Office of Business and Workforce Diversity
Springfield

Attachments
42612

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 **Friday, May 25, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Veteran Program Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-45-000-00-02	IPR#:	42612

Office/Central Bureau/District/Work Address:

Office of Business and Workforce Diversity / 2300 S. Dirksen Parkway, Springfield, IL

Description of Duties:

This position is accountable for the development, implementation, coordination and evaluation of a comprehensive statewide Veteran Owned Small Business Program (VOSB). The incumbent adheres to the submission of all reporting requirements and guidelines for IDOT's veteran initiatives. S/He educates the public on veteran goal achievements, initiatives, overall achievements and program status. The incumbent plans, organizes, and evaluates statewide workshops, webinars, networking and community outreach events and conferences.

Special Qualifications:

Required:

- Valid driver's license
- Statewide travel which may include periodic extensive same day and occasional overnight travel
- Veteran with an honorable discharge

Desired:

- Completion of a four years of college preferably with major courses in business/public administration, economics or public finance
- Five years of experience in public administration, business administration, small business/outreach programs, or governmental operations
- Working knowledge of highway construction management or program management
- Proficient in the use of Microsoft Excel, Word & PowerPoint
- Strong oral and written communication skills

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:	January 25, 2018	POSITION:	Veteran Program Manager
APPROVED BY:	Pam Simon	OFFICE:	Office of Business and Workforce Diversity
CODE:	PW414-23-45-000-00-02	REPORTS TO:	Director of Business & Workforce Diversity

Position Purpose

This position is accountable for the development, implementation, coordination and evaluation of a comprehensive statewide Veteran Owned Small Business Program (VOSB). The incumbent adheres to the submission of all reporting requirements and guidelines for Illinois Department of Transportation's (IDOT) veteran initiatives. S/He educates the public on veteran goal achievements, initiatives, overall achievements and program status. The incumbent plans, organizes, and evaluates statewide workshops, webinars, networking and community outreach events and conferences.

Dimensions

Number of Certified VOSB firms:	100
Annual Department Programs:	state funded only contracts
Number of contracts:	500
Number of contracts monitored:	500
Goal for participation:	3%

Nature and Scope

This position reports to the Director of Business and Workforce Diversity. No staff reports to this position.

This position operates in an environment where departmental program activities affect major contractors, contracting associations and controlled businesses and associations, as well as various interest groups. Effective administration of such programs necessitates the ongoing monitoring of contractors to ensure adherence to special provisions implemented in response to state laws. This position conducts field reviews to monitor contract compliance. Failure to meet contract requirements may result in violations of contract provisions.

Typical problems include responding to contract compliance complaints and recommending an appropriate and acceptable course of action for resolving complaints. The greatest challenge of this position is the timely evaluation of statewide data to ensure programmatic decisions can be made in a useful and efficient way. Community outreach can also be challenging relating to turnout and effectively distributing information in a meaningful and effective way to the public.

The incumbent develops and implements the VOSB Program. The incumbent attends meetings, workshops and seminars at the discretion of the Director of Business and Workforce Diversity. This position attends and participates in the bureau's annual conference. The incumbent schedules meetings to resolve issues. In addition, the incumbent prepares reports and documentation to comply with reporting requirements. The incumbent plans and implements seminars, classes and presentations which are aimed at improving technical and management skills of VOSBs.

This position is given significant latitude to accomplish delegated responsibilities but is bound by applicable department/state regulations and policies. Unusual or sensitive noncompliance problems are referred to the Director of Business and Workforce Diversity for resolution.

Internal contacts include bureau staff as well as representatives from all departmental offices including regional personnel. External contacts include IDOT contractors and subcontractors, state officials, veterans' organizations and state agencies in the course of monitoring contract compliance and resolving disputes. Travel will be required to attend meetings and to visit and monitor construction sites.

The effectiveness of this position is measured by the consistency and thoroughness of developing and implementing a VOSB Program as determined by the degree to which applicable state laws are adhered.

Principal Accountabilities

1. Develops, implements, coordinates and evaluates the statewide VOSB Program.
2. Completes and submits documentation in compliance with all reporting requirements.
3. Researches, reviews and ensures compliance of veteran initiatives.
4. Develops programs to educate the public on veteran goal achievements, veteran program initiatives, overall achievements, and program status.
5. Plans statewide webinars, workshops, networking and community outreach events and conferences.
6. Develops and maintains relationships with local organizations, associations and state agencies to assist with interdisciplinary approach to facilitate veteran owned small business development.
7. Creates and maintains a spreadsheet of IDOT approved veteran owned small businesses.
8. Performs other duties as required.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees