



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 2, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 4, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, May 17, 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 (2 pos)

Database Management Specialist
Office of Planning & Programming
Bureau of Planning
Springfield

Attachments
42687

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 **Thursday, May 17, 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 (2 Positions)	Salary:	\$5,015 - \$7,085*
Position Title:	Database Management Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-10-304-20-02	IPR#:	42687

Office/Central Bureau/District/Work Address:

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

Description of Duties:

This position is accountable for providing a wide range of technical support, application development, education and training for the ongoing use, maintenance, and enhancement of computer databases and graphics projects in the Office of Planning and Programming (OPP). Additionally, the position provides research, coordination, and representation for the integration and/or access to other planning and programming related databases both within and external to the Illinois Department of Transportation (IDOT). This position is also responsible for providing computer technical support essential to transportation in the OPP.

Special Qualifications:

Required:

- Valid driver's license
- Frequent travel

Desired:

- Completion of four years of college preferably with major courses in computer science or geographic information systems
- Five years of experience in public or business administration, research, statistics, public finance or accounting activities
- Strong organizational, communication and research skills
- Ability to multi-task and coordinate with key personnel outside of OPP to complete task
- Aptitude to resolve computer oriented technical issues with little or no assistance
- Experience and general understanding of ESRI's ArcGIS, Microsoft Suite such as SharePoint, Access, Excel, Office 365, PowerPoint, etc.
- Experience with spatial databases and geodatabases, and ability to analyze geographic relationships among varying types of data

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:	February 1, 2018	POSITION:	Database Management Specialist
APPROVED BY:	Holly Ostdick	OFFICE/DIVISION:	Office of Planning & Programming/Bureau of Planning
CODE:	PW414-23-10-304-20-02	REPORTS TO:	Mapping and Information Systems Unit Manager

Position Purpose

This position is accountable for providing a wide range of technical support, application development, education and training for the ongoing use, maintenance, and enhancement of computer databases and graphics projects in the Office of Planning and Programming (OPP). Additionally, the position provides research, coordination, and office representation for the integration and/or access to other planning and programming related databases both within and external to the Illinois Department of Transportation (IDOT). This position is also responsible for providing computer technical support essential to transportation in the OPP.

Dimensions

Annual Operation Cost of OP&P	
Databases:	\$1,500,000
Annual Value of Reports and Services	\$5,000,000
Number of Projects:	15-20 Annually

Nature and Scope

This position reports to the Mapping and Information Systems Unit Manager.

The incumbent is responsible for ensuring the efficient and effective use of the OPP database systems used in the planning and programming processes of the following transportation modes: highways, air, waterway, rail, freight and public transit. He/she is accountable for gaining knowledge in the use and maintenance of the systems, as well as establishing procedures for providing application development and system enhancements. This person will, with guidance and agreement by the unit manager, make recommendations to the bureau chief for the purpose of developing, monitoring, and recommending enhancements to the systems. He/she is also responsible for the preparation of a database system development plan to be incorporated in any OPP multi-year plan for data processing needs and for the education of OPP's staff in the use of the systems. In addition, he/she is responsible for coordination between OPP, the Bureau of Information Processing (BIP) and Department of Innovation and Technology (DoIT), to address technical issues or tasks as they arise. This position is unique in OPP as it requires an extensive knowledge of the ever-changing field of data processing as well as Geographic Information Systems (GIS) technology. In addition, the incumbent must know, or be able to quickly grasp the planning and programming needs of the various offices of OPP and IDOT.

The most typical problem faced by the incumbent will be addressing broadly defined issues (with often times conflicting solutions) for a variety of users inside and outside the department. This will be accomplished by evaluating alternatives available within the framework of the transportation system involved and implementing a solution in the technical and complex environment of the current software. A second problem will be ensuring the

smooth, day-to-day operation of the various transportation database systems within the confines of a complex data processing environment which is sometimes outside the control of OPP's personnel. The greatest challenge for the incumbent will be to deal with a broad range of end users covering all transportation modes in both OPP, specifically, and the department, generally, each of which have varying, and often conflicting information needs. Therefore he/she must interface with these users, clearly define problems to be resolved, and with the general direction provided by the unit manager, implement efficient and effective solutions which are acceptable to all. In addition, he/she must know the inner workings of the compound database systems covering all modes of transportation. Examples are the Illinois Highway Information System (IHIS); the Planning and Programming System (PPS); the Illinois Structure Information System (ISIS), and the department's GIS database where applications are being programmed daily.

The incumbent will personally have responsibility for the continuing operation of databases and technical enhancements for all areas of OPP. Most of the incumbent's work assignments will be self-initiated. He/she will personally interface with the end users to define informational requirements for various projects. He/she must coordinate and define requirements and/or enhancements needed to the BIP and DoIT staff and supervise the timely and accurate incorporation of these enhancements. He/she will assist BIP and OPP staffs in the development of procedures to be used in testing system changes. In addition, the incumbent will be personally responsible for the continuing education and support of the OPP staff in the use of the databases and current applications. In addition, the incumbent will be responsible for assisting in map production, maintaining OPP equipment, administering SharePoint sites within OPP, maintaining computer inventory, serving as the OPP Document Management Coordinator (DMC), Learning Management Systems (LMS) coordinator and Record Retention coordinator for the Bureau of Planning, and the OPP Administrator for the Policy and Research Center. The incumbent will be responsible for managing OPP virtual meetings and equipment checkout. Performs duties as required and/or assigned.

The incumbent has the charter to research and define problems independently and to report solutions to the unit manager. The incumbent refers to his/her superior only for general direction on major issues – day to day issues are handled autonomously. Decisions and recommendations made by the incumbent can have great impact on the availability of management information in OPP and the department. The incumbent will work on most projects independently, multi-task and manage time constraints and deadlines.

The incumbent will communicate on an ongoing basis with 1) unit chiefs, section chiefs, and bureau chiefs in OPP to define informational requirements, 2) management personnel in other bureaus to define possible interfaces with other automated database systems in use within the department, and 3) unit chiefs and section chiefs in BIP regarding manpower requirements for system enhancement, software problems, and telecommunications problems. This position may require infrequent travel to IDOT District Offices and OPP offices outside the Springfield area. Attendance of conferences, workshops, training seminars, and formal classes may be necessary to keep abreast of new software, software updates, technology advancements or databases, data analysis, and their systems to provide technical support.

The effectiveness of the incumbent is measured by his/her ability to gain an understanding of the systems, to communicate this understanding to end-users in non-data processing terminology, and to effectively work with the end users to provide needed changes or enhancements to the systems.

Principal Accountabilities

1. Researches and defines enhancements requested by the user areas and incorporates these enhancements into the database systems such that they continue to meet the informational needs of the OPP and the IDOT.
2. Gains a thorough technical and conceptual understanding of the database systems and the end users informational needs to ensure the systems have the greatest positive impact in the user areas.
3. Recommends, through the unit manager, OPP database issues to be brought before various IDOT data management as part of the Mapping and Information Systems Unit's database administration function and long-range data processing plans.
4. Acts as a liaison between various IDOT offices, the BIP, DoIT and Mapping and Information Systems Unit of OPP in the management and coordination of information.
5. Supports end-users with technical issues.
6. Keeps up to date and trained on all computer software (e.g. Microsoft Access, SharePoint, Excel, Word, Outlook, Map text, Visual Basic, and GIS application software such as ESRI's ARC GIS).
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.
8. Performs other duties as assigned.