



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: May 2, 2018

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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 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 III

Compliance Project Manager  
Bureau of Transit Operations  
Office of Intermodal Project Implementation  
Springfield

Attachments  
42723

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 **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

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary:</b>	<b>\$4,670 - \$6,483*</b>
<b>Position Title:</b>	<b>Compliance Project Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW413-23-80-601-00-02</b>	<b>IPR#:</b>	<b>42723</b>

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

Office of Intermodal Project Implementation/Bureau of Transit Operations/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is accountable for effectively providing technical assistance and training to ensure compliance with federal and state program requirements for state and federal transit operation funding programs. S/he will also address program compliance deficiencies.

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### Special Qualifications:

#### **Required:**

- Valid driver's license
- Occasional statewide travel which may include overnight stays

#### **Desired:**

- Completion of four years of college preferably with courses in business/public administration, accounting, public finance or law
- Four years of work experience in project management, operations, administration or compliance of transportation grants
- Experience with MS Word, MS Excel, and database programs
- Technical writing skills and excellent oral communication skills
- Detail-oriented with strong organizational skills preferred
- Ability to adhere to schedules and deadlines
- Familiarity with federal transportation grants

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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>	2/6/18	<b>POSITION:</b>	Compliance Project Manager
<b>APPROVED BY:</b>	Carrie Cooper	<b>OFFICE/DIVISION:</b>	Intermodal Project Implementation
<b>CODE:</b>	PW413-23-80-601-00-02	<b>REPORTS TO:</b>	Section Chief Transit Operating-Southern

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***Position Purpose***

This position is accountable for effectively providing technical assistance and training to ensure compliance with federal and state program requirements for state and federal transit operation funding programs. S/he will also address program compliance deficiencies.

***Dimensions***

Annual Active Contracts	100-150 projects
Annual Compliance Reviews	50-75

***Nature and Scope***

This position reports to the Section Chief Transit Operating-Southern. This position has no subordinates.

This position is accountable for researching, reviewing and interpreting changes to regulatory requirements to ensure compliance with all state and federal public and specialized transportation operating assistance programs administered by the Transit group as well as managing, coordinating and completing various rural grantee program compliance activities, including internal and external audits and reviews required to meet federal and state program requirements.

This position performs and coordinates, with the Transit Program Compliance Section, federal and state Transit Operating internal compliance reviews and desk and site reviews for grantees. Therefore, one of the major challenges for the incumbent is reviewing Transit Operations' policies, procedures and documentation ensuring all state and federal program guidelines and compliance requirements are adhered to, and working with the Transit Program Compliance Unit to implement changes to Transit policy. Typical problems faced by the incumbent include providing instruction and technical assistance to various eligible grant recipients that may include counties, cities, mass transit districts and operators regarding state/federal compliance requirements. An additional challenge for the incumbent will be assisting with the maintenance and/or updating an internal Grant Management Procedures Manual, State Management Plan, biennial Element Review, and all other required reporting forms for federal and state operating assistance programs.

The incumbent is personally accountable for day-to-day activities as they relate to state and federal compliance of the Transit Operating assistance grant programs including random audits of the central project files for compliance. S/He assists with the reviews and updates the Transit program procedures to ensure proper implementation of current state/federal requirements and guidelines for Transit Operating programs. Other responsibilities include on-site inspection of grantee's facilities, equipment and operations. The incumbent may be called upon to execute special high priority projects as assigned by the Section Chief.

The incumbent works directly with the Section Chief to perform his/her duties and is constrained by departmental policies and procedures, the Federal Transit Administration's program regulations, manuals and circulars. Problems outside the scope of the procedures are discussed with the Section Chief, Bureau Chief and Deputy Director to determine a recommended course of action.

Within the department, the incumbent maintains contact with various Office of Intermodal Project Implementation (OIP) staff, representatives from the Offices of Planning and Programming, Finance and Administration, Business and Workforce Diversity, Internal Audit, Chief Counsel, and Communications. Externally, the incumbent has contact with local public/private transportation agencies, local/state officials, the public, consultants, internal and external auditors, and representatives of the Federal Transit Administration (FTA) for the purpose of accomplishing all assigned responsibilities. These tasks often require the incumbent to travel within the state to perform annual onsite reviews and make presentations to transit officials and providers. Some overnight travel and training is required.

The effectiveness of this position will be measured by the incumbent's ability to ensure all state and federal transit operating regulatory compliance requirements have been met.

***Principal Accountabilities***

1. Reviews, interprets and maintains knowledge of regulatory compliance requirements for revisions and changes to federal and state operating assistance programs.
2. Assists and provides updates for Section 5310-5311 State Management Plan for all rural federal and state operating assistance grant programs to the Transit Program Compliance Section.
3. Conducts biennial desk reviews and onsite reviews for all rural federal and state operating assistance grant program recipients coordinated with Operating staff and Transit Program Compliance Sections.
4. Reviews pre-bid, pre-award concurrence requests and third party contractual agreements for compliance with federal/state program guidelines.
5. Makes recommendations to the Transit Program Compliance Section for grant administration improvements.
6. Assists the Transit Program Compliance Section with developing and providing training on various program compliance requirements for both internal staff and grant participants.
7. Performs random internal audits of Transit Operating grant (electronic and hardcopy) files to ensure compliance with program procedures, prepares deficiency reports, assists in gathering missing documents and data from Transit Operating staff and grantees.
8. Assists the Transit Program Compliance Section in the coordination and communication with Operating Grant Project Managers for internal and external transit operating program audits and compliance reviews.
9. Participates and coordinates special projects in cooperation with Transit Operating staff and the Transit Program Compliance Section.

10. Assists Transit Operating staff and the Transit Program Compliance Section in the maintenance of thorough and accurate grant and program records, data entry, data management and records retention in accordance with departmental policy and procedures.
11. Serves as liaison with the Transit Program Compliance Section regarding forms and records retention.
12. Participates and contributes to the annual review and revisions of the internal transit operating procedure manuals.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
14. Performs other duties as assigned.