



IPR# 42739 **DATE:** April 3, 2018

TITLE: Safety Responsibility Analyst (5 pos) (Group B Title)
OFFICE: Office of Planning and Programming/ Bureau of Data Collection
CONTRACT: AFSCME – RC 014

BRIEF DESCRIPTION OF DUTIES: Under general supervision, inspects automobile crash report forms for insurance information; corresponds with vehicle drivers and owners to obtain missing information to ensure compliance with the Illinois Safety Responsibility Law. Responds to telephone calls and conducts personal interviews with motorists, or their representative, concerning compliance with the Safety Responsibility Law and brings to a conclusion correspondence, interviews, complex files and telephone inquiries. Operates personal computer to access Safety Responsibility Letters and Microsoft Basic applications.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of high school and three years progressively responsible clerical experience. Requires thorough knowledge of the Illinois Safety Responsibility Law and related statutes; ability to assist others with Safety Responsibility procedures; ability, in accordance with adopted standards, to evaluate the extent of personal injury and property damage; and ability to maintain positive working relationships with other employees, the public, attorney and officials in regular duties and in resolving complicated cases. Ensures compliance with departmental safety rules.

UNIT: Safety Responsibility Unit
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-12
SALARY RANGE: \$3,371 - \$4,826
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Tuesday, April 17, 2018

POSTED FROM: April 4, 2018 **TO:** April 17, 2018

***CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.