



# 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 10, 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 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

Certification Data Management Specialist  
Bureau of Small Business Enterprises  
Office of Business and Workforce Diversity  
Springfield

Attachments  
42749

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 **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

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Certification Data Management Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-45-102-00-01</b>	<b>IPR#:</b>	<b>42749</b>

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

Office of Business & Workforce Diversity / Bureau of Small Business Enterprises / 2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for data management functions related to Disadvantaged Business Enterprise (DBE) certification reporting requirements.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Occasional travel

##### Desired:

- Completion of four years of college preferably with major courses in business, statistical analysis, accounting and database management
- Five years of experience in public or business administration
- Strong oral and written communication skills
- Detail-oriented, well-organized, and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Proficient in the use of Microsoft Access database systems

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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>	January 10, 2018	<b>POSITION:</b>	Certification Data Management Specialist
<b>APPROVED BY:</b>	Debra Clark	<b>OFFICE/DIVISION:</b>	Office of Business and Workforce Diversity/Bureau of Small Business Enterprises
<b>CODE:</b>	PW414-23-45-102-00-01	<b>REPORTS TO:</b>	Certification Section Manager

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***Position Purpose***

This position is accountable for data management functions related to Disadvantaged Business Enterprises (DBE) certification reporting requirements.

***Dimensions***

Number of Firms Reviewed Annually for DBE Certification:	500
Annual Department Construction Contracts:	+ \$1 Billion
Annual Department Consultant Contracts:	\$180 Million
Annual Goal for Participation by DBE Firms:	22.77% (adjusted annually)

***Nature and Scope***

This position reports directly to the Certification Section Manager. No staff reports to this position.

This position is responsible for managing the Certification Section's database management functions and preparing related reports. S/He tracks applicant information for firms seeking DBE status and those who are certified. S/He maintains and prepares information for the Illinois Unified Certification Program (IL UCP) DBE Directory and related reports.

Typical problems facing the incumbent include ensuring the data is housed in the database systems. One of the greatest challenges facing this position is responding to high priority report requests from executive staff members in a timely manner.

The incumbent maintains multiple computer database management systems and maintains data in the various systems as necessary. This position provides various reports regarding the status of firm certifications. S/He works closely with the Bureau of Information Processing (BIP) to develop necessary program enhancements to capture required information. In addition, the incumbent coordinates Illinois Department of Transportation's (IDOT) DBE information with IL UCP participating agencies. The incumbent receives assignments from the Certification Section Managers on a project basis. S/He completes work with minimal supervision.

The incumbent has full latitude in accomplishing responsibilities, scheduling daily activities and implementing routines to ensure assignments are accomplished. Problems of a sensitive nature are referred to the supervisor for resolution. The incumbent is constrained by departmental policies and procedures as well as United States Department of Transportation (USDOT) regulations.

The incumbent has internal contact with the central Bureaus of Construction, Design and Environment, Information Processing, Local Roads and Streets; the Office of Intermodal Project Implementation, Aeronautics; and the district DBE liaisons, as well as staff within the Office of Business and Workforce Diversity. Externally, the contacts include federal and state officials, IL UCP agencies, consultants and contractors. In collecting the data, the incumbent must deal with all concerned parties in a tactful and professional manner. The incumbent serves as one of IDOT's representatives on the IL UCP portal project. This position requires occasional travel.

The effectiveness of the position can be measured by the incumbent's ability to recommend timely and objective courses of action to problems as well as maintenance of accurate database management systems and the timely and accurate completion of reports.

***Principal Accountabilities***

1. Maintains multiple computer database management systems related to DBE certification.
2. Enters accurate DBE data in the various database systems.
3. Tracks DBE applicant information on certified firms and those seeking certification.
4. Prepares quarterly and annual state and federal reports related to the various programs.
5. Responds to high priority requests for statistical information and impromptu reports regarding the various programs.
6. Develops program enhancements for the database systems in conjunction with BIP.
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 required or assigned.