



# 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 7, 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 8, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, May 21, 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

Transit Program Controls Specialist  
Bureau of Transit  
Office of Intermodal Project Implementation  
Chicago

Attachments  
42750

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 **Monday, May 21, 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**

## Position Summary Sheet

An Equal Opportunity Employer

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary:</b>	<b>\$4,670 - \$6,483*</b>
<b>Position Title:</b>	<b>Transit Program Controls Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-80-005-00-01</b>	<b>IPR#:</b>	<b>42750</b>

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

Office of Intermodal Project Implementation/69 West Washington, Suite 2100, Chicago, IL

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### Description of Duties:

This position is accountable for tracking Transit grant records, schedules and tasks to be completed while ensuring compliance with state and federal program requirements.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Statewide travel with occasional overnight stays

#### Desired:

- Completion of four years of college preferably with courses in business/public administration, finance or transportation planning
- Four years' experience in program controls, project task scheduling and electronic document management
- Project Manager experience
- Ability to visualize, articulate and solve complex problems
- Detail-oriented and strong organizational skills

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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>	April 2, 2018	<b>POSITION:</b>	Transit Program Controls Specialist
<b>APPROVED BY:</b>	Carrie Cooper	<b>OFFICE/DIVISION:</b>	Intermodal Project Implementation
<b>CODE:</b>	PW413-23-80-005-00-01	<b>REPORTS TO:</b>	Transit Program Compliance Section Chief

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***Position Purpose***

This position is accountable for tracking Transit grant records, schedules and tasks to be completed while ensuring compliance with state and federal program requirements.

***Dimensions***

Special Projects Assigned:	5-7
Federal Transit Grants Administered:	15-20
Program Controls for Transit Tasks:	50-100 Annually

***Nature and Scope***

This position reports to the Transit Program Compliance Section Chief. This position has no subordinates.

The Transit group provides financial support for public transportation capital improvement projects, operating assistance programs and technical studies throughout Illinois through numerous federal and state funding programs and initiatives. The Transit Program Compliance Section provides technical and organizational support for public transit capital improvement projects, operating assistance programs and technical studies throughout Illinois through numerous federal and state funding programs and initiatives. The group is primarily responsible for: ensuring compliance, applying for and administering federal transit grants; providing the background information associated with various transit related program and policy issues; providing background information associated with responding to internal and external written and email information inquiries; developing, updating and monitoring the Transit group's website; and assisting in the development of internal responses to legislative and programmatic inquiries. This position will be responsible for assisting the section chief in meeting these responsibilities.

Typical problems faced by the incumbent are various and of a unique nature requiring general knowledge of the Transit group's program compliance requirements and being resourceful in obtaining and coordinating information to ensure the grant management data is complete and current. Transit directives, initiatives and project requirements vary considerably and include issues related to transit operations, transit agency finances, state and federal funding program guidelines and requirements, internal and external communication, internal funding policies and website content. The greatest challenge to the position is to balance the workload to best meet the priorities of the Transit group through an on-going scheduled task list, while communicating clearly and effectively to the section chief and Transit group, very often within short timeframes.

This position requires an understanding of scheduling and how a change in schedule can affect associated, dependent tasks. The incumbent will gather task schedule information from the Transit team. This position is accountable for monitoring and updating the Transit team's task schedule and providing support to the Transit Bureau's staff regarding legislative and non-legislative reporting requirements; internal Transit program/project procedures; electronic and physical file organization of Transit files. The incumbent is also responsible for understanding the Transit program's compliance requirements; assisting in responding to internal and external audit

inquiries; and assisting with special projects. He/she is also responsible for reviewing the transit grant information collected and validating data to ensure completeness before presenting to the section chief.

The incumbent has some latitude to accomplish accountabilities; however, matters of a unique or sensitive nature are referred to the section chief with recommendation for resolution. S/He is constrained by departmental, federal and state regulations. Some overnight travel is expected.

Internal contacts include Office of Intermodal Project Implementation (OIPI) staff, the Offices of Planning and Programming, Finance and Administration, Chief Counsel, Internal Audit, Business and Workforce Diversity, Legislative Affairs and Communications. External contacts include transit systems statewide, representatives from the Federal Transit Administration (FTA), planning agencies, other state departments of transportation, local governments and transportation consultants.

The effectiveness of this position is measured by preparing and maintaining an accurate, comprehensive schedule of Transit tasks, and maintaining an electronic and physical document filing system.

### ***Principal Accountabilities***

1. Develops, monitors, implements and continuously reviews and updates the Transit team's task schedule using scheduling software which may include Grants Management System (GMS) software.
2. Coordinates the Transit task schedule, and monitors progress and deadlines.
3. Reports grant budget information regarding grant dollars spent and dollars remaining in each grant.
4. Produces reports as requested by the team from the GMS, or other tracking software.
5. Requests and reports that required data be updated by the Project Manager.
6. Maintains current knowledge of federal and state transit compliance requirements and guidelines.
7. Participates and contributes to the annual review and update of the internal procedural manuals.
8. Maintains a Transit electronic and physical filing system used by all Transit staff.
9. Collects data and produces reports/communications for the section chief's approval.
10. Performs other duties as assigned.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.