



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 14, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, June 6, 2018**. Applications will not be accepted after that time and date.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE VIII Bureau Chief of Safety Programs and Engineering
Bureau of Safety Programs and Engineering
Office of Highways Project Implementation
Springfield
RUTAN EXEMPT POSITION

Attachments
42868

A cover letter, resume and Technical Application [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 **Wednesday, June 6, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application



An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer VIII – RUTAN EXEMPT POSITION **Salary:** \$7,955 - \$9,710*

Position Title: Bureau Chief of Safety Programs and Engineering **Union Position:** Yes No

Position Number: PW118-23-75-800-00-01 **IPR#:** 42868

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Safety Programs and Engineering / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for directing the activities of the Bureau of Safety Programs and Engineering (BSPE) which provides focused multi-discipline (engineering, education, enforcement, and Emergency Medical Services) coordinated efforts in the area of safety within the Office of Highways Project Implementation (OHP) and works to develop and implement data-driven programs, policies, procedures, specifications, and standards in support of the annual Illinois Highway Safety Plan (HSP) and the Illinois Strategic Highway Safety Plan (SHSP) to provide Illinois motorists, pedestrians, motorcyclists and bicyclists with a safer transportation system. The incumbent provides direction and leadership to Illinois Department of Transportation (IDOT) in the management of cost-effective, multi-agency processes to improve the attributes of roads, highways users, and vehicles to reduce the traffic-related deaths and injuries in Illinois in addition to the personal safety of IDOT employees.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Occasional in-and out-of-state travel which may include overnight stays
- Valid driver's license

Desired:

- Twelve years' experience in civil engineering including eight years of administrative responsibility for planning and directing difficult engineering work
- Comprehensive knowledge of the principles and practice of civil engineering with specialized knowledge of highway safety, design, and traffic engineering
- Ability to initiate, coordinate, and direct large-scale engineering programs or research and planning activities of a broad diverse technical nature
- Comprehensive knowledge of the laws controlling the activities administered
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

*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:	March 26, 2018	POSITION:	Bureau Chief of Safety Programs and Engineering
APPROVED BY:	Paul Loete	OFFICE:	Highways Project Implementation / Bureau of Safety Programs and Engineering
CODE:	PW118-23-75-800-00-01	REPORTS TO:	Director of Office of Highways Project Implementation

Position Purpose

This position is accountable for directing the activities of the Bureau of Safety Programs and Engineering (BSPE) which provides focused multi-discipline (engineering, education, enforcement, and Emergency Medical Services) coordinated efforts in the area of safety within the Office of Highways Project Implementation (OHPI) and works to develop and implement data-driven programs, policies, procedures, specifications, and standards in support of the annual Illinois Highway Safety Plan (HSP) and the Illinois Strategic Highway Safety Plan (SHSP) to provide Illinois motorists, pedestrians, motorcyclists and bicyclists with a safer transportation system. The incumbent provides direction and leadership to Illinois Department of Transportation (IDOT) in the management of cost-effective, multi-agency processes to improve the attributes of roads, highways users, and vehicles to reduce the traffic-related deaths and injuries in Illinois in addition to the personal safety of IDOT employees.

Dimensions

Personnel:	6 direct, 50 indirect
Operating Budget:	\$20M annually
Consultant Contracts:	\$10M annually
Highway Safety Construction Contracts:	\$100M annually
Highway Safety Grants:	\$40M annually

Nature and Scope

This position reports to the Director of Office of Highways Project Implementation. Reporting to this position are the Safety Programs Section Engineer, Safety Policies and Initiatives Section Engineer, Safety Evaluation Section Manager, Safety Services Administrative Support Section Manager, Safety Issues Analysts, and Executive Secretary II.

This position may be designated as the Illinois State Safety Engineer and the Governor's Highway Safety Representative and is accountable for planning, directing, and coordinating bureau activities including developing and implementing statewide policies, procedures, programs, standards, and specifications in the areas of safety data and engineering analysis, safety performance target setting and evaluation, network screening, problem identification, roadside safety design, impaired driving and other at-risk driver behaviors, occupant protection, pedestrian and bicycle safety, work zone safety, highway-railroad grade crossing safety, strategy selection and implementation, road safety assessments, and safety training, which is not fully maintained in each region/district office. S/He coordinates and facilitates the department's efforts with major state and federal agencies, local governments, and other public and private safety stakeholders in the development, implementation, and maintenance of the Illinois SHSP as required by federal regulations. S/He coordinates with the Regional Engineers and district offices, local agencies, and safety stakeholders to identify opportunities where engineering, enforcement, education, and/or emergency medical services solutions may be used to improve safety and reduce traffic-related deaths and injuries. In cooperation with the Office of Planning and Programming, this position administers the Highway Safety Improvement Program (HSIP) identified by the regulations set forth in 23 Code of Federal

Regulations Part 924 of the HSIP and United States Code, Title 23 and 49. This position also develops and implements behavior programs funded through the National Highway Transportation Safety Administration (NHTSA) and the Illinois HSP. In addition, this position coordinates efforts to ensure other state plans such as the Long-Range Transportation Plan (LRTP) are linked to the SHSP. The most unique aspect of this position is the highly specialized and diversified scope of the operations that this position directs, encompassing many technical disciplines including data analysis, planning, design, geometrics, traffic engineering, construction methods, roadside safety design, as well as behavior programs related to highway/traffic safety. The position directs the development and implementation of scientific based safety analysis procedures and policies in alignment with the American Association of State Highway and Transportation Officials (AASHTO) Highway Safety Manual (HSM). Critical to the success of this position is implementing data-driven safety programs, initiatives, and policies. In addition, the incumbent assesses the project implementation activities statewide to evaluate the effectiveness of implemented safety strategies and resulting crash trends. The bureau chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Major challenges to the position include integrating and elevating safety in all projects, programs, and processes such that the department becomes more proactive in the identification, on a system-wide basis, of national and state trends in crashes resulting in fatalities and serious injuries and the development of innovative solutions and methods to implement data-driven recommendations within the limited resources available. Typical problems involve researching and coordinating innovative, sound engineering principles, technology, and safety expertise to cause development of safe, cost-effective highway improvements integrated with behavior safety programs with the goal of reducing highway related fatalities.

This position directs and coordinates bureau activities, determines and develops operational policies, defines work responsibilities, formulates operational budget, provides for organizational training and assignment of bureau personnel. S/He monitors existing and proposed federal and state laws to develop and implement policies and programs to ensure compliance and not jeopardize funding. The incumbent coordinates annually with districts, other IDOT offices, and federal agencies to program federal and state funding to implement behavior and engineering safety projects. To ensure compliance with federal regulations, the incumbent maintains communication with the NHTSA's regional office and FHWA's division office on a regular basis and the respective headquarters offices occasionally. S/He contacts leaders of national, state and local volunteer and civic organizations to ensure promotion and implementation of a variety of safety programs. Other external contacts include law enforcement agencies and the media coordinated with the Office of Communications. Responsibilities include serving as the representative for Illinois and IDOT on various national and state committees; coordinating meetings and maintaining liaison relationships involving federal, state, local, private organizations and the BSPE partners to develop and implement safety engineering and behavior programs.

This position accomplishes accountabilities through the following:

Safety Policy and Initiatives Section Engineer who develops safety engineering policies and procedures based on research of innovative engineering practices and technology to achieve the goals set forth by the department. This position is also responsible for the HSIP.

Safety Programs Section Engineer who develops and implements multi-discipline safety programs including work zone safety and mobility, highway-railroad grade crossing safety, pedestrian and bicycle safety, impaired driving, occupant protection, and other at risk driving behavior related programs.

Administrative Support Section Manager who ensures federal/state fiscal compliance and accuracy, administrative and personnel activities, legislative reviews, computer and technical software applications, and training activities function within the departmental framework.

Safety Evaluation Section Manager who develops and implements methodology to establish performance measures and targets for Illinois and evaluates safety performance of roadways and implemented strategies.

Executive Secretary II who is responsible for complex clerical, secretarial and administrative duties for the bureau.

The incumbent regularly interacts with the staff within the OHPI, the Office of Intermodal Project Implementation, the directors/staff of the Offices of Communications, Planning and Programming, Finance and Administration, Legislative Affairs, and other departmental entities regarding the safety-related aspects of programming, planning, designing, construction; operations and maintenance. Externally, the incumbent has regular contact with the FHWA, NHTSA, Federal Motor Carrier Safety Administration (FMCSA), other federal/state/local agencies; other states' transportation agencies; consultants, contractors, suppliers, and the public to resolve safety-related issues and the development and implementation of the Illinois SHSP. S/He serves on national/state committees and panels such as the AASHTO Committee on Safety, Joint Co-op Committee, and the Illinois Highway Research Council. This position requires considerable travel to confer with federal/state/local officials regarding the innovative and established safety programs and practices and the SHSP and administration thereof.

This position has wide latitude to accomplish responsibilities. Only matters of a highly sensitive nature are referred to the immediate supervisor for resolution. S/He recommends staffing needs, salary adjustments and disciplines staff when necessary. All matters of significant importance between FHWA, NHTSA, and the BSPE are referred to the incumbent prior to the submission to FHWA or NHTSA for action. S/He is constrained by departmental regulations, policies and procedures as well as federal/state laws.

The effectiveness of this position is measured by the reduction in deaths and serious injuries caused by traffic crashes in the state of Illinois. Success is achieved through IDOT's safety initiatives and programs such as SHSP, the HSIP, HSP, Safe Routes to School, Highway-Railroad Grade Crossing Program, and Work Zone Safety Program, as well as the effectiveness of the policies, procedures and standards.

Principal Accountabilities

1. Develops, implements, and maintains an Illinois SHSP to reduce traffic-related deaths and serious injuries in the state.
2. Develops and implements the SHSP annually as submitted to NHTSA for approval of initiatives and related funding.
3. Coordinates between state/local/federal agencies and the private sector to implement cost-effective, multi-agency initiatives to reduce traffic related deaths and serious injuries.
4. Directs the development and implementation of engineering policy, procedure, process and standard changes to enhance safety and develop more cost-effective highway improvements.
5. Investigates and recommends innovative technological solutions to provide the department the ability to optimize the methods of addressing highway traffic safety strategies.
6. Directs and provides detailed statewide safety analysis using methods from the AASHTO HSM.
7. Ensures the correct and efficient administration of the federal and state safety programs including the HSIP.

8. Develops and monitors the planning and programming of various IDOT safety programs.
9. Develops policies and procedures, standards and specifications for work zone safety and mobility, highway-railroad grade crossing safety, and Safe Routes to School.
10. Develops and implements behavior programs associated with impaired driving and occupant protection.
11. Approves roadside hardware devices for use on Illinois roadways.
12. Represents IDOT and Illinois on national, state interagency, departmental and office task forces and organizations in the area of engineering and behavior safety.
13. Provides policy and technical advice to the regions regarding their safety and highway programs.
14. Provides departmental training including coordination with FHWA staff in the area of roadside safety design, work zone safety and other areas of roadway/traffic safety.
15. Coordinates with the Bureau of Personnel Management in the area of employee safety to assist in the development and proper application of the department's Employee Safety Code.
16. Selects, develops, directs, and motivates bureau and consultant staff to ensure efficient and effective operations and achievement of departmental goals.
17. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
18. Performs other duties as assigned.