



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: June 8, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 12, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, June 25, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. 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 V

Traffic Statistics Unit Manager
Office of Planning and Programming
Bureau of Data Collection
Springfield

Attachments
42894

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 by **Monday, June 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: Applications will be accepted from qualified permanent DOT employees only. 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

| | | | |
|-------------------------|--|------------------------|---|
| Classification: | Technical Manager V | Salary Range: | \$6,020 - \$10,210 |
| Position Title: | Traffic Statistics Unit Manager | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW415 23-10-803-20-01 | IPR#: | 42894 |

Office/Central Bureau/District/Work Address:

Office of Planning & Programming / Bureau of Data Collection / 2300 S Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for directing the retrieval, compilation, and analysis of crash data contained in the bureau's computerized statewide traffic record system. S/He is also responsible for assisting in the design and operation of the department's Crash Information System (CIS) and its various components and sub-systems. Additionally, this position administers liaison and training activities with state and local agencies regarding appropriate motor vehicle crash data collection, reporting and data utilization.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- Bachelor's degree preferably with courses in business, economics, statistics, communications, public finance or public administration
- Seven years of experience in public or business administration, research, statistics, public finance or accounting activity
- Working knowledge of statistical methods and techniques; motor vehicle crash-related data; Illinois Department of Transportation (IDOT) and/or other traffic records database; and the Illinois Traffic Crash Report
- Strong oral and written communication skills

Shift/Remarks:

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

**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: | April 10, 2017 | POSITION: | Traffic Statistics Unit Manager |
| APPROVED BY: | Erin Aleman | DIVISION: | Office of Planning & Programming/Data Collection |
| CODE: | PW415-23-10-803-20-01 | REPORTS TO: | Crash Information Section Manager |

Position Purpose

This position is responsible for directing the retrieval, compilation, and analysis of crash data contained in the bureau's computerized statewide traffic record system. S/He is also responsible for assisting in the design and operation of the department's Crash Information System (CIS) and its various components and sub-systems. Additionally, this position administers liaison and training activities with state and local agencies regarding appropriate motor vehicle crash data collection, reporting and data utilization.

Dimensions

| | |
|---------------------------|----------------------|
| Subordinate Personnel: | 2 Direct, 6 Indirect |
| Traffic Crashes: | 400,000 Annually |
| Data Requests: | 650-700 Annually |
| Special Projects/Reports: | 50-100 Annually |
| State & Local Agencies: | 1,200 |

Nature and Scope

This position reports to the Crash Information Section Manager. Reporting to this position are the Traffic Data Coordinator and the Traffic Resource Coordinator.

This position is responsible for providing technical guidance pertaining to the efficient design and operations of the Crash Information System. This position also provides technical guidance to data users throughout the department, other state and local agencies, the Federal Highway Administration (FHWA), the National Highway Traffic Safety Administration (NHTSA) and the general public, who have a need for motor vehicle crash statistics and information. The incumbent has wide latitude in developing methods for satisfying user needs and must provide the data in a manner easily understood by an inexperienced user. S/He must be current on new methods of retrieving traffic crash data, such as Safety Data Mart and Safety Portal. The incumbent must be able to anticipate possible pitfalls and misinterpretations of data so that proper counseling can be provided. S/He is often called upon by requesting agencies to not only develop the methods for retrieval and analysis, but also to determine the best study and data retrieval approach.

A typical problem of this position is to provide administrators and other data users with motor vehicle crash information in a timely manner which will enable them to initiate cost-effective programs that will result in the greatest reductions in crashes and crash severity. The greatest challenge to this position is the accurate retrieval of highway environment information from the Illinois Roadway Information System (IRIS) in order to correlate with available motor vehicle crash statistics so as to effect improvements in roadway design policies and construction practices.

The incumbent is responsible for the preparation of annual motor vehicle crash summaries and reports, which are provided to the public through various publications and new releases by the department. The incumbent is responsible for the design of the SR 1050 Illinois Crash Report form, and the distribution of the crash report form to law enforcement agencies across the state and to third party, Extensible Markup Language (XML) vendors who are partnered with law enforcement agencies that submit crash reports to the department electronically. In addition, s/he is responsible for ensuring state and local law enforcement personnel understand how to properly fill out and use the crash report form. S/He is involved in all aspects of the development of the Safety Data Mart and the Safety Portal, which includes business and technical requirements, responsibilities, security roles, terminology, reports, planning and validation of content and user traffic acceptance testing. Additionally, the incumbent is responsible for providing files and accompanying documentation to the National Highway Traffic Safety Administration (NHTSA), other governmental agencies and researchers. S/He is responsible for keeping the files and any accompanying documentation current and for preparing periodic motor vehicle crash summaries and reports required by legislative statutes, federal directives and departmental policy. S/He is responsible for reviewing the XML vendor/agency scenarios for production approval, which requires a thorough understanding of the SR 1050 Illinois Crash Report form and validation rules, plus development and testing of new and existing validation rules used for all agencies.

The incumbent accomplishes accountabilities through the following subordinate staff:

Traffic Data Coordinator – who, with a staff of 3, is responsible for the development, compilation, retrieval, analysis and distribution of crash data for the bureau as needed to address a variety of highway safety issues/problems and projects.

Traffic Resource Coordinator – who, with a staff of 3, is responsible for providing educational support to local agencies in proper crash reporting and data use; developing and maintaining contacts with local and state agencies concerning crash reporting, statistical data utilization and available highway safety funding; and working with XML vendors/agencies to submit crash reports electronically to the department.

The incumbent personally plans activities necessary to accomplish his/her responsibilities. S/He exercises wide latitude in the development and implementation of procedures for effective unit operations. The incumbent is responsible for the training and technical development of unit personnel. S/He has the authority for recommending salary changes for subordinates and for recommending hiring and firing of personnel. The incumbent prepares all budget requests regarding unit activities.

The incumbent has frequent contact with data users throughout the department, other federal, state and local agencies and non-governmental groups and individuals on matters related to crash statistics. S/He is required to serve on and speak before various technical groups and organizations on matters concerning his/her area of expertise. S/He instructs at safety courses and provides assistance to local agencies which are establishing or expanding their traffic records system. Travel throughout the state is necessary to accomplish these various responsibilities.

The effectiveness of this position is measured by the timeliness and accuracy of motor vehicle crash data furnished by the unit, the effects of this data on administrative policies and programs and the results of data analyses on “bottom line” crash reduction.

Principal Accountabilities

1. Directs, administers, and establishes priorities for the design of the CIS as well as the timely and accurate retrieval and interpretation of all statewide motor vehicle crash data.
2. Prepares periodic motor vehicle crash summaries and reports for use by private and governmental users and for news release and official departmental publications.
3. Develops methods for improving and updating the department's traffic record systems retrieval process and analytical procedures.
4. Maintains liaison with other state and local motor vehicle crash-related data sources and users to ensure compatibility of methods and procedures to achieve integrated data systems.
5. Directs liaison and training activities with state and local agencies to ensure consistent and accurate crash reporting and data utilization.
6. Determines revisions to the SR 1050 Illinois Crash Report form and electronic data collection systems to provide the most accurate and useful crash information.
7. Trains, motivates, and evaluates subordinate personnel to ensure the efficient and effective accomplishment of unit responsibilities.
8. Ensures that unit operations are conducted in a manner which provides maximum safety protection to employees and the public.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.