



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 3, 3018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 6, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, July 19, 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.

ET IV

Documentation Compliance Reviewer
Region 4/District 6/Project Implementation
Office of Highways Project Implementation
Springfield

Attachments
42935

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 **Thursday, July 19, 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

Classification:	Engineering Technician IV	Salary:	\$4,695 - \$8,775*
Position Title:	Documentation Compliance Reviewer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW014-23-56-205-00-01	IPR#:	42935

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/Dist. 6/Bureau of Project Implementation/ 1340 North 9th St, Springfield, IL

Description Of Duties:

This position is responsible for documentation compliance oversight of improvements funded with Motor Fuel Tax (MFT), Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the department for all district local public agencies (LPA). This position provides assistance to LPAs, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the department and educates the LPAs on changing statutes, policies, regulations, and programs.

Special Qualifications:

Required:

- Valid driver's license
- Overnight travel and overtime

Desired:

- Two years of college in an engineering related field
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Strong organization skills
- Strong oral and written communication skills

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**

DATE:	April 2018	POSITION:	Documentation Compliance Reviewer
APPROVED BY:	Jeffrey South	OFFICE/DIVISION:	Highways/Dist.6 /Project Implementation
CODE:	PW014-23-56-205-00-01	REPORTS TO:	Local Roads & Streets Engineer

Position Purpose

This position is accountable for documentation compliance oversight of improvements funded with Motor Fuel Tax (MFT), Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the department for all district local public agencies (LPA). This position provides assistance to LPAs, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the department and educates the LPAs on changing statutes, policies, regulations, and programs.

Dimensions

Motor Fuel Tax Funds:	\$35-40 million
Federal & Matching Funds:	\$40-45 million
Mileage of System Handled:	11,000
Number of Local Agencies:	15 Counties, 246 Townships and 187 Municipalities

Nature and Scope

This position reports to the Local Roads and Streets Engineer as do the Field Engineer(s), Federal Aid Coordinator and Executive Secretary. No staff reports to this position.

This position is responsible for compliance reviews of required LPA documentation in the disbursements of MFT, Township Bridge Program, federal program, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the department. This documentation includes, but is not limited to, resolutions, maintenance programs, engineering agreements and payments, contract awards/changes/payments, invoices, bank records, and the review of closeout documentation for each section (project). This position monitors and tracks from a variety of source documents and receipts received by the LPA including monthly allotments, grants, earned interest, and reimbursements.

Major challenge and typical problems involve obtaining and maintaining a thorough knowledge of applicable department, state and federal policies, statutes and regulations related to the various department funding programs in which the LPA participates. The incumbent tracks and provides accurate reporting of funds for the LPAs, enabling monitoring of the numerous improvements funded by the department, to ensure timely conclusion and acceptance of the projects.

This position advises and assists the LPA officials responsible for the funds provided by the department to minimize and eliminate irregularities and/or noncompliance in required documentation. S/He performs both on- and off-site detailed compliance reviews of the disposition of funds provided by the department for all district LPAs, which includes municipalities, road districts, counties, and other local government agencies. The compliance reviews ensure department policies, Illinois state statutes, and federal regulations are followed. The incumbent informs and provides guidance/training to LPAs in: (1) the proper utilization of funds provided by the department; (2) the effective use of new legislation; (3) the establishment and maintenance of annual short- and long-range

planning programs; (4) the interpretation and application of existing and new information, policies, and procedures; (5) the identification of problem areas that might affect new funding; and (6) provides assistance in resolving problem areas associated with audit reports from the Bureau of Investigations and Compliance. This position prepares work summarizations, and identifies/reports irregularities or noncompliance discovered during the compliance review process. S/He makes recommendations to staff in the district's Local Roads and Streets Section for corrective action and works to ensure the compliance and completeness of the corrective action, which may include the tracking of the repayment of funds. This position works with the central Bureau of Local Roads and Streets to prepare course material and participates in training of department and LPA personnel. This position coordinates policy/procedural changes and new programs with Field Engineers, office technicians and LPAs. S/He also coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and office technicians.

Internal contacts are with the Field Engineer(s) and office technician(s) to assist in reporting project status in their respective areas and to review problem areas relative to processing reports. External contacts are with the LPAs and consulting engineers for the purpose of providing, when required, necessary documents, status of fund balances, and to initiate corrective actions. This position may require overtime and overnight travel.

The effectiveness of the position is measured on the basis of record keeping accuracy, availability of current information in the MFT system, timely review of various documentation in the closeout of sections, review of local agency fund balances, and communication with LPAs and consultant engineers, and minimizing irregularities or noncompliance in the required documentation for project closeout.

Principal Accountabilities

1. Monitors projects for compliance with Bureau of Local Roads and Streets administrative policies, Illinois state statutes, federal regulations, and procedures.
2. Reviews resolutions, maintenance programs, engineering agreements and payments, contract awards, contract changes, contract payments, invoices, bank records, closeout summary, and other documentation as required.
3. Utilizing the MFT system, verifies entries against documents submitted. Maintains the MFT system for tracking compliance reviews of receipts and disbursements of state/federal funds.
4. Coordinates policy and procedure changes and new programs with the Field Engineers, office technicians and LPAs.
5. Coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and office technicians.
6. Monitors corrective action required by the Bureau of Local Roads and Streets and provides assistance in resolving problem areas determined by the Bureau of Investigations and Compliance.
7. Works with the central Bureau of Local Roads and Streets to prepare course material and participates in training of department and LPA personnel.
8. Performs other duties assigned by the Local Roads and Streets Engineer.
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.