



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, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 5, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, July 18, 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

Operations Manager
Office of Planning and Programming
Bureau of Planning
Springfield

Attachments
42946

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 **Wednesday, July 18, 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:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Operations Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-10-300-00-01	IPR#:	42946

Office/Central Bureau/District/Work Address:

Office of Planning and Programming / Bureau of Planning / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for organizing, developing, and implementing contractual budgetary and designated fiscal programs in the administration of the Office of Planning and Programming (OPP) in a cost-effective manner.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel throughout the state which may include overnight stays

Desired:

- Completion of four years of college, preferably with courses in business, accounting activities, economics, or public administration
- Five years of experience in government contract execution, invoice paying or program writing
- Ability to track and execute contracts and agreements while monitoring expenditures and eligibility of charges by outside entities
- Knowledge of state and federal accounting programs and methods is essential to successfully completing the requirements of the position

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:	May 15, 2018	POSITION:	Operations Manager
APPROVED BY:	Holly Ostdick	OFFICE:	Planning and Programming/Bureau of Planning
CODE:	PW414-23-10-300-00-01	REPORTS TO:	Bureau Chief of Planning

Position Purpose

This position is accountable for organizing, developing, and implementing contractual budgetary and designated fiscal programs in the administration of the Office of Planning and Programming (OPP) in a cost-effective manner.

Dimensions

Formal Contract Program:	\$180,000 annually
Office Operation Budget:	\$5.4 Million (Central Budget)
Work Program Budget:	Approximately \$11 - \$23 Million
Metropolitan Planning Programming:	\$14.5 Million

Nature and Scope

This position reports to the Bureau Chief of Planning. The Budget Analyst reports to this position.

This position is critical to compliance with the requirements for the use of federal planning and research funds and for utilization of state transportation funds. The incumbent personally develops and submits to the Federal Highway Administration (FHWA) the annual Unified Work Program (UWP) delineating the department's state transportation planning and programming oriented activities at various levels including both the Illinois Department of Transportation (IDOT) and local planning agencies. Development and implementation of this work program requires organization and close coordination with numerous individuals not only within IDOT but within FHWA and local planning organizations. This position develops the means whereby numerous and diverse management services are provided. It functions under the concept of a strong emphasis on planning, organizing, controlling, and monitoring from an administrative perspective whereby the incumbent is an agent for contractual budgetary and fiscal matters for the OPP. The incumbent should have knowledge of state of Illinois procurement and contracting laws and regulations.

Typical problems involve the scope and determination of compensation on consultant contracts as well as analyzing and evaluating budgetary needs and formulating recommendations for ensuring the compatibility between those needs and available funds. The incumbent deals with technical and procedural problems associated with contract compliance with state/federal regulations. Within the resolution of all operational problems, the incumbent has close contact with all levels of departmental management (from project managers to directors) and must communicate effectively on sensitive topics. The greatest challenge is to know and interpret the diverse state/federal requirements associated with contract compliance, budget preparation, work program standards, Title VI/Affirmative Action (AA) measures, and the federal reimbursement process to ensure the timely completion and effectiveness of these programs as well as develop new procedures for improving the administrative effectiveness of the office.

The incumbent works with various program managers within the office to coordinate and integrate the function so that the administrative objectives are accomplished to provide for the full implementation of planning activities in compliance with federal requirements. The incumbent prepares, executes, and manages all intergovernmental and consultant agreements with local planning organizations and consults to IDOT. This position monitors the status of

all agreements being developed as well as billings and payments under those agreements. The incumbent works closely with the FHWA to stay abreast of federal requirements and current interpretations thereof. S/He remains cognizant of institutional requirements imposed by the state of Illinois involved in procurement including, among others, the Auditor General and the Comptroller and works closely with the Office of Finance and Administration (OF&A) and the Office of Chief Counsel (OCC). The incumbent evaluates legislative appropriations analyzing the impact on the OPP and its office managers and FHWA to publish the programming efforts. The incumbent stays abreast of updates to the administration of the Grant Accountability and Transparency Act (GATA) and ensures all contracts administered through OPP follow GATA. S/He ensures all programs administered through OPP complete the necessary work to ensure adherence to GATA. S/He prepares and coordinates the UWP by working with office managers and FHWA to publish the program servicing the office's fiscal year master work plan, and ensures receipts of federal State Planning and Research (SP&R) and Metropolitan Planning (PL) funds. S/He assists in preparing and editing the office operations budget. S/He seeks federal reimbursement for railroads receiving obligations. This position serves as the Title VI/AA coordinator for the office and develops, implements, and administers the office's Equal Employment Opportunity (EEO)/Affirmative Action (AA) Title VI Plan. The incumbent has extensive contact with staff from the state's sixteen Metropolitan Planning Organizations (MPO) including face-to-face meetings and records examinations. The incumbent ensures compliance with the requirements of Senate Bill 51. S/He is involved with the OF&A in the development of OPP's budget. In conjunction with the Office of Intermodal Project Implementation (OIPI), the incumbent ensures appropriate transfers of funds from FHWA to Federal Transit Administration (FTA) and complies with the FTA grants under the Federal Funding Accountability and Transparency Act (FFATA) and including all grants into the Subaward Reporting System. The incumbent serves as an advisor to the OPP executive staff regarding the availability and utilization of federal and state planning funds as well as spending strategies. This position prepares and finalizes Contract Obligation Documents (COD) for the office and works with the OF&A in this process as well as in matters regarding payment vouchers.

Responsibilities are accomplished through the following staff:

Budget Analyst, who assists in gathering financial data and information to develop various plans and supports the Operations Manager in the development and managing of the OPP budget.

The incumbent's duties are performed within broad departmental guidelines for the formulation of contracts, work programs and budgets as well as within the federal/state legislative regulatory constraints. Problems referred to the bureau chief involve major changes in the UWP, reimbursements procedures, or decisions that significantly impact other departmental activities and are accompanied by recommended solutions to complex billing issues and advising OPP managers on contract negotiations citing specific statutes and regulations needed to protect departmental interest which may be unique to a particular contract. Problems of any unusually or highly sensitive nature will be discussed with the supervisor and final recommendations will be reviewed before they are taken to higher management. S/He is constrained by departmental and applicable state and federal guidelines.

This position's most significant contacts include the OPP staff and district planning staff to coordinate the preparation of the UWP and staff from the Bureau of Budget and Fiscal Management (BFM) and the OCC for such determinations as appropriations, allocations, consultant contract approvals, and legal options. External contacts include the Federal Railroad Administration (FRA) regarding contract monitoring and reimbursement; the FHWA at the division, regional, and department level for consultation, discussion, and negotiation pertaining to the UWP and in coordinating the Title VI program. Travel may be required for effective coordination of the UWP, rail reimbursement program, or other administrative matters.

The effectiveness of this position is measured by its ability to develop reliable, accurate, and adequately documented budget and consultant contracts, often within the time constraints, while resolving problems associated with the implementation of these projects. Further, effectiveness can be measured by the incumbent's ability to obtain timely, accurate reimbursement of funds from the FTA and FHWA.

Principal Accountabilities

1. Develops the OPP's UWP which serves as the basis for planning, organizing, staffing, funds, and budgeting activities necessary to achieve the goals and objectives of the office.
2. Prepares, executes, and manages progress of all intergovernmental and consultant agreements with local planning organizations as well as consultants to IDOT.
3. Monitors the status of all agreements being developed as well as all billings and payments under those agreements.
4. Serves as an advisor to the director, deputy director of OPP, and bureau chiefs regarding the availability and utilization of federal/state planning funds as well as spending strategies.
5. Participates in the resolution of problems that arise concerning functional responsibilities, consult work and work standards to the satisfaction of all concerned in order to facilitate and expedite the transportation planning and programming effort.
6. Coordinates the process of ensuring that all grant programs and recipients of grants adhere to the GATA.
7. Trains and evaluates staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.