



# Illinois Department of Transportation

## Memorandum

---

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 6, 2018

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 7, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, August 20, 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

Program Analyst  
Office of Intermodal Project Implementation  
Chicago

Attachments  
42971

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, August 20, 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.**



## Position Summary Sheet

An Equal Opportunity Employer

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Program Analyst</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW414-23-80-008-00-01</b>	<b>IPR#:</b>	<b>42971</b>

---

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

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

---

### Description Of Duties:

This position is responsible for ongoing assistance to the State Safety Oversight Section by synthesizing information, conducting research, and developing safety performance indicators in rail transit safety activities, as well as performing inspections, audits, assessments, and studies as necessary

---

### Special Qualifications:

#### Required:

- FTA Transit Safety and Security Program certification at the time of hire, or ability to obtain certification within a 12 month period, with ability to complete future required training to maintain FTA certification for the SSOA program in Illinois
- In-state and out-of-state travel
- Valid driver's license

#### Desired:

- Completion of four years of college preferably with major courses in business/public administration, statistics, transportation, or safety and emergency preparedness
- Five years of work experience with rail transit agencies and the Federal Transit Administration (FTA)
- Understanding of rail transit operations and maintenance, including associated safety and security programs
- Familiarity with the requirements and implementation of rail transit agency System Safety Program Plans or Public Transportation Agency Safety Plans under FTA regulations
- Familiarity with State Safety Oversight program standards and procedures for overseeing rail transit agencies

---

### 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**

<b>DATE:</b>	04/26/2018	<b>POSITION:</b>	Program Analyst
<b>APPROVED BY:</b>	Jim Hickey	<b>DIVISION:</b>	Intermodal Project Implementation
<b>CODE:</b>	PW414-23-80-008-00-01	<b>REPORTS TO:</b>	Safety Oversight Program Section Manager

---

***Position Purpose***

This position is responsible for ongoing assistance to the State Safety Oversight Section by synthesizing information, conducting research, and developing safety performance indicators in rail transit safety activities, as well as performing inspections, audits, assessments, and studies as necessary.

***Dimensions***

Key Performance Indicator Analyses	6-12 Annually
Quarterly Key Performance Indicator Reports	4 Annually
Scheduled Investigations and Audits	6-12 Annually
Special Safety Assessments and Studies	2-4 Annually
Review of Accident Investigations	50-100 Annually
Executive Briefings	12 Annually
Financial Analysis and Reporting	4 Annually

***Nature and Scope***

This position reports to the Safety Oversight Program Section Manager. No subordinates report to this position.

The incumbent supports all aspects of the State Safety Oversight (SSO) Section. The incumbent conducts complex technical and analytical research, special audits and investigations, as well as technical studies and recommends alternatives on a broad range of issues involving safety oversight for rail fixed guideway public transportation systems. The incumbent will make recommendations using the development of performance measures to improve rail transit safety, consistent with the principles of Safety Management Systems. This position prepares written and oral reports and briefings for department management on a wide range of highly complex issues related to rail transit safety oversight. The position will also ensure compliance with federal requirements for financial management and reporting.

The greatest challenges for the incumbent will be making recommendations in the development of measures to improve rail transit safety, including implementation of safety risk management and safety assurance processes to prepare written and oral reports and briefings for department management on a wide range of highly complex issues related to rail transit safety oversight. The incumbent will utilize data gathered from inspections, audits, assessments, and studies to produce actionable deliverables and further guide the policy decisions of the SSO section.

The incumbent also assists in the compilation of department decision drafts, reports, and studies on rules, procedures, safety standards, safety audits, safety oversight plans, and transit equipment and facilities affecting the safety of transit system planning, construction, operations and maintenance. The incumbent provides advisory services regarding new legislation and federal notice of proposed rulemaking initiatives and compiles and submits periodic reports/data requested by the Federal Transit Administration.

Internal contacts include the staff of the Offices of Intermodal Project Implementation, Chief Counsel, Internal Audit, Finance and Administration, and Communications. External contacts may include representatives from the Federal Transit Administration, Transportation Security Administration, National Transportation Safety Board, Chicago Transit Authority (CTA), Missouri Department of Transportation (MODOT), and other local, state, and federal government agencies. Some in-state and out of state travel is required.

The effectiveness of this position is measured by the incumbent's ability to conduct complex and analytical research, inspections, and audits, providing accurate and timely reporting, and to proactively develop recommendations to improve rail transit safety.

### ***Principal Accountabilities***

1. Conducts complex technical and analytical research, special investigations, as well as policy studies and recommends alternatives on a broad range of regulatory issues involving rail transit safety oversight.
2. Works collaboratively and independently or in a lead capacity to evaluate complex inspection and accident data, using SMS as the foundation for identifying root causes and the analyses of incident and hazardous conditions by location.
3. Makes recommendations in the development of proactive measures to improve rail transit safety including modifications to existing local and State safety policies, as well as industry standards and prepares written and oral reports and briefings for department management on a wide range of highly complex issues related to rail transit safety oversight.
4. Coordinates activities of technical professional staff in the development and implementation of strategic initiatives, data collection, interpretation of data, and advisory services pertinent to rail transit system safety.
5. Assists in the compilation of department decision drafts, reports, and studies on rules, procedures, safety standards, safety audits, safety oversight plans, and transit equipment and facilities affecting the safety of transit system planning, construction, operations and maintenance.
6. Performs other duties as assigned. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.