



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 V

Program Monitoring and Reports Unit Chief
Office of Planning and Programming
Bureau of Programming
Springfield

Attachments
42977

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, 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.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary:	\$6,020 - \$8,115*
Position Title:	Program Monitoring & Reports Unit Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-10-403-20-02	IPR#:	42977

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for the monitoring of the annual highway program accomplishments in the Windows Program Planning System (WPPS). In addition, this position is responsible for the preparation and distribution of the For The Record (FTR) publication, assisting in the development of the annual Proposed Improvements for Illinois Highways publication (annual highway program), producing accomplishment status reports, and managing the consultant engineering program.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel

Desired:

- Bachelor's degree preferably with courses in business, finance, management, accounting, economics, or statistics
- Seven years of experience managing a fiscally constrained program in compliance with federal and state regulations
- Ability to effectively monitor and analyze data and provide accurate and timely program information
- Experience utilizing computer programs that manage large volumes of data with reporting functions
- Supervisory or leadership experience

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.

**NOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 8, 2018	POSITION:	Program Monitoring & Reports Unit Chief
APPROVED BY:	Tracinda Sisk	OFFICE:	Planning & Programming/ Bureau of Programming
CODE:	PW415-23-10-403-20-02	REPORTS TO:	Program Management Section Chief

Position Purpose

This position is accountable for the monitoring of the annual highway program accomplishments in the Windows Program Planning System (WPPS). In addition, this position is responsible for the preparation and distribution of the *For The Record* (FTR) publication, assisting in the development of the annual *Proposed Improvements for Illinois Highways* publication (annual highway program), producing accomplishment status reports, and managing the consultant engineering program.

Dimensions

Personnel:	3 Technical
Reports:	100
Program Size:	\$1.5 - \$3.0 Billion annually

Nature and Scope

This position reports to the Program Management Section Chief. Reporting directly to this position are the Monitoring Manager, the Annual Project Information Analyst and the Monitoring Specialist.

Under the general supervision of the Program Management Section Chief, the incumbent is responsible for the monitoring and management of the annual highway program data in WPPS. The project data must be monitored closely and updated timely to produce status reports to upper management for the department's proposed highway improvement projects and programs. These reports include the status of projects from their inclusion in the annual highway program, to the completion costs of the projects. S/He is also responsible for the development of the quarterly status reports and the FTR publication, which summarizes the program accomplishment data for the annual highway program. The incumbent is also involved with the development and enhancement of WPPS and works closely with consultants and personnel from the Bureau of Information Processing (BIP).

The greatest challenge of this position is the monitoring of all awards and obligations and ensuring the data is entered timely and accurately in WPPS. Typical problems for the incumbent include ensuring documentation is available on all projects, determining the actual status of projects for which no action is reported, and ensuring the completeness and accuracy of program documents and reports produced by the unit.

The incumbent is responsible for the management of the consultant engineering program and keeping this program balanced by communicating with the district programming staff weekly. S/He oversees the management of the annual highway program statewide lines and the pre-letting list review by staff.

The incumbent accomplishes his/her accountabilities through the following staff:

Monitoring Manager, who enters and monitors the program data in WPPS and reviews the pre-letting information for inclusion in the annual highway program.

Annual Project Information Analyst, who develops and modifies reports for the annual highway program and assists in preparing the FTR publication.

Monitoring Specialist, who enters and monitors program data in WPPS and reviews data for accuracy.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. Only problems of a highly sensitive nature are referred to the immediate supervisor for resolution. The incumbent promotes the professional development of the unit through training and constructive appraisal of the staff to achieve the timely completion of unit responsibilities and achievement of the goals and objectives of the Bureau of Programming (BPRO).

The incumbent has frequent contacts internally with department management including the bureaus and district offices of the Office of Highways Project Implementation (OHPI), the Office of Finance and Administration (OFA), the Office of Communications (OC), and other modal offices concerning the current status of specific projects in the annual highway program. External contacts include the governor's office and the Federal Highway Administration (FHWA), to whom the incumbent supplies information concerning the status of the annual highway program or specific information requests. Occasional travel is required.

The effectiveness of this position is measured by the quality, accuracy, and timely preparation of the publication and distribution of the annual highway program and FTR.

Principal Accountabilities

1. Monitors the annual program accomplishment data in WPPS.
2. Prepares and maintains departmental program progress and management reports.
3. Prepares FTR, which is the department's annual report summarizing the annual highway program accomplishments.
4. Prepares monthly reports on the status of the annual highway program.
5. Oversees the review of the pre-letting list and statewide lines.
6. Prepares the internet reports and final version of the annual *Proposed Improvements for Illinois Highways* document for publication.
7. Manages the consultant engineering program appropriations within the annual highway program budget.
8. Assists in the development and enhancement of WPPS by coordinating with consultants and BIP personnel.
9. Promotes the professional development of the unit through training and constructive appraisal of the staff to achieve the timely completion of unit responsibilities and achievement of the goals and objectives of the BPRO.
10. Performs other duties as required or assigned.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.