



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 30, 2018

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 1, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, August 14, 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 II

Employment Support Specialist  
Bureau of Personnel Management  
Office of Finance & Administration  
Springfield

Attachments  
43030

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 **Tuesday, August 14, 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

<b>Classification:</b>	<b>Technical Manager II</b>	<b>Salary:</b>	<b>\$4,105 - \$5,710*</b>
<b>Position Title:</b>	<b>Employment Support Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW412-23-40-303-20-02</b>	<b>IPR#:</b>	<b>43030</b>

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

Office of Finance and Administration/Bureau of Personnel Management/2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for the assistance and coordination of administrative support duties for departmental employment programs within the Bureau of Personnel Management such as record retention, sick leave advancement, sick leave bank, accepting/reviewing employment documents, correspondence preparation, and work schedule changes.

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#### Special Qualifications:

##### *Desired:*

- Completion of four years of college, preferably with courses in human resources or business/public administration
- Two years' experience working in a human resources environment
- Ability to work on multiple tasks simultaneously; detail oriented and well organized
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials and the public
- Ability to handle confidential information

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#### 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**

<b>DATE:</b>	January 6, 2017	<b>POSITION:</b>	Employment Support Specialist
<b>APPROVED BY:</b>	Halie Zulauf	<b>OFFICE:</b>	Finance & Administration/Bureau of Personnel Management
<b>POS. NUMBER:</b>	PW412-23-40-303-20-02	<b>REPORTS TO:</b>	Employment Transactions Manager

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***Position Purpose***

This position is accountable for the assistance and coordination of administrative support duties for departmental employment programs and procedures within the Bureau of Personnel Management such as record retention, sick leave advancement, sick leave bank, accepting/reviewing employment documents, correspondence preparation, and work schedule changes.

***Dimensions***

Departmental Employee Files	5,000+
Annual Personnel Transactions	19,000+

***Nature and Scope***

This position reports to the Employment Transactions Manager. No subordinates report to this position.

The Bureau of Personnel Management provides personnel services to the department impacting 5,000+ employees statewide. This bureau is specifically responsible for providing departmental employment programs, policy administration, personnel action procedures policy, organizational analysis and compensation policy. The incumbent functions in an environment that requires all activities are conducted in a personable manner as s/he is viewed as a representative of the bureau while providing support under considerable time constraints. This position must remain aware of all current bargaining agreements, personnel policies and Department of Central Management Services (DCMS) rules to ensure that the appropriate procedures are applied in personnel transaction processing. In addition, this position assists in the employment application process.

Typical problems faced by this position involve keeping abreast of a variety of procedures inherent in bargaining unit contracts, the Personnel Code and the Merit Compensation Plan and applying the appropriate procedures for the task at hand. The greatest challenge to this position is to meet the demanding workload required to maintain the department's employment programs.

The incumbent performs administrative support functions and serves as the point of contact for the bureau providing administrative support. This position coordinates personnel documents, assembles information for each transaction, verifies the information and maintains accurate personnel files for the department's 5,000+/- employees. S/He maintains files for departmental employees who require purging and preparing files of past employees for deposit to the record center. The incumbent answers personnel inquiries and supplies information as appropriate. This position accepts applications for posted positions by mail, fax, email or hand delivery. This position logs in employment applications and verifies completeness. S/He prepares correspondence relating to employment verifications, prepares bucksheets for the Secretary's Office, responds to position inquiries and answers web-emails for the bureau. The incumbent processes work schedule changes including flexible schedule requests. This position coordinates the departments Sick Leave Advancement and Sick Leave Bank program in accordance with the Personnel Code and departmental policy.

This position has general latitude to accomplish responsibilities. Matters of a non-routine nature are referred to the supervisor with recommendations for resolution. The position is constrained by all applicable departmental/state/federal guidelines and practices.

Internal contacts include departmental staff at all levels. External contacts are with the DCMS and the general public.

The effectiveness of this position is measured by the accuracy of information collected for personnel files and the incumbent's ability to assist with departmental employment programs.

***Principal Accountabilities***

1. Provides administrative support functions. Serves at the point of contact providing support as required for the bureau.
2. Maintains employee's personnel files and purges past files according to the policies of the department. Screens visitors as to their authority to access confidential personnel information.
3. Accepts applications for employment, verifies eligibility of applicants and verifies completeness of applications.
4. Coordinates the departments Sick Leave Advancement and Sick Leave Bank
5. Processes departmental work schedule changes including flexible schedule requests.
6. Prepares correspondence relating to technical employment for technical vacancy notices, employment verifications, bucksheets for the Secretary's Office and answers web-email on behalf of bureau.
7. Performs other duties as assigned
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.