



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 43199

DATE: November 5, 2018

TITLE: Executive Secretary II, Option 2 (Upward Mobility Title)
OFFICE: Office of Highways Project Implementation / Bureau of Safety Programs & Engineering
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Bureau Chief of Safety Programs & Engineering, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau chief's policies and programs. Performs a variety of complex clerical and technical functions; develops and recommends new and revised policies and procedures; and renders responsible managerial leadership and discretion to initiate and coordinate staff operations required in the implementation of administrative policies and complex support functions.

TRAINING & EXPERIENCE: Option 2: Requires knowledge, skill and mental development equivalent to two years secretarial/business college and two years secretarial experience or the completion of high school and four years secretarial experience. Requires ability to keyboard accurately at 55 wpm. Requires thorough knowledge of the principles of office management; ability to maintain satisfactory working relationships with other employees and the general public; and ability to deal with public relations problems courteously and tactfully. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

UNIT: Safety Programs & Engineering
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-14
SALARY RANGE: \$3,647-\$5,342
CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, November 21, 2018

POSTED FROM: Wednesday, November 7, 2018 **TO:** Wednesday, November 21, 2018

***CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY., SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.