



## Technical Vacancy Announcement

### Technical Manager IV (1 Position) Structure Analyst

<b>IPR Number:</b>	<b>43605</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-10-402-40-02</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm</b>
<b>Opening Date:</b>	<b>August 28, 2019</b>		<b>Monday – Friday</b>
<b>Closing Date:</b>	<b>September 11, 2019</b>	<b>Salary:</b>	<b>\$5,015 – \$7,085*</b>

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

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

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**Position Purpose:**

This position is accountable for managing the structure inventory data activities including developing procedures for the collection, processing, reporting, and analysis of the highway structure information. Additionally, this position creates structure inventory data reports to provide support for the planning and programming activities of the Office of Planning and Programming, National Bridge Inspection Program, and other departmental requests.

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**Qualifications:****Position Requirements:**

- Education/Experience:
  - Completion of 120 hours of college majoring in mathematics, engineering, accounting or computer science plus two years of experience in managing and analyzing data, **OR**
  - Ten years of experience in managing and analyzing data
- Occasional travel

**Position Desirables:**

- Above-average computer skills in Microsoft Office Access and Excel
  - Ability to develop custom queries and reports against current and historical tables
  - Ability to generate summary information, pivot tables, and charts for bridge reporting of current and historical bridge data
  - Strong computer skills with Microsoft Office Word and GIS
  - Ability to analyze federal and state data regulations to comply with reporting requirements
  - Ability to develop and maintain cooperative relationships with departmental staff and the public.
  - Strong planning, problem resolution, and organizational skills
  - Strong oral and written communication skills
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**How to Apply/Remarks:**

Technical Applications PM1080 (rev 8/23/19) 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 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

**Agency Contact:** Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is 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.

Applicants will be notified in writing to schedule interviews.

\*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.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 4, 2019	<b>WORKING TITLE:</b>	Structure Analyst
<b>POSITION CLASSIFICATION:</b>	Technical Manager IV	<b>OFFICE/BUREAU:</b>	Office of Planning and Programming / Bureau of Programming
<b>POSITION NUMBER:</b>	PW414-23-10-402-40-02	<b>REGION/DISTRICT:</b>	n/a

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***Position Purpose***

This position is accountable for managing the structure inventory data activities including developing procedures for the collection, processing, reporting, and analysis of the highway structure information. Additionally, this position creates structure inventory data reports to provide support for the planning and programming activities of the Office of Planning and Programming, National Bridge Inspection Program, and other departmental requests.

***Dimensions***

Highway Bridge Program funds:	\$100 million
Data collection items:	225
Microsoft Access reports:	150 annually

***Nature and Scope***

This position reports to the Data Management Unit Chief. There are no subordinates reporting to this position.

Under general guidance of the Data Management Unit Chief, the incumbent develops and applies appropriate analytical criteria to evaluate structure inventory, inspection, and appraisal data to identify data deficiencies. The incumbent produces the annual submittal of the National Bridge Inspection (NBI) Program. S/He works extensively with the Illinois Highway Information System (IHIS) and the Illinois Structure Information System (ISIS) to accomplish tasks which include, but are not limited to: submitting action requests for system issues and/or enhancements to IHIS, maintaining security for 120+ IHIS bridge users, and maintaining the data collection policy. This position performs significant liaison with the Federal Highway Administration (FHWA), Illinois Department of Transportation's (IDOT) central bureaus and district offices, outside consultants, and local highway agencies to ensure accurate data reporting and data usage. S/He accomplishes responsibilities utilizing the ISIS, IHIS, bridge component terminology, Microsoft Access, Structure Information Management Systems (SIMS) and the department's geographical information systems (GIS). This position utilizes departmental design criteria, policies, and federal requirements, all of which are constantly changing. This is necessary to successfully identify those structures that qualify for federal funds.

The greatest challenge of this position is to utilize the appropriate federal and state criteria to analyze bridge inventory, inspections, and appraisal data; and to successfully communicate the results of that analysis to other bureaus, state agencies, local agencies, and the FHWA. This requires the generation of timely and accurate special reports. Typical problems include: the identification and resolution of data deficiencies impacting the accurate analysis of a bridge, the interpretation and clarification of user requests for information, and the determination of the appropriate source and means of obtaining the information in a timely manner.

The incumbent personally reviews, analyzes, and prepares the structure data for the NBI Program. S/He generates structure data reports as needed to provide support for programming activities, FHWA's Performance Measurements, the Transportation Asset Management Plan, and to answer departmental questions. The

incumbent works with other Data Management Unit staff to coordinate the structure and roadway changes that have an effect on the IHIS. S/He is responsible for the maintenance of the IHIS Structure Information and Procedure (SIP) Manual.

This position exercises general latitude in accomplishing assigned responsibilities. Unique problems are referred to his/her supervisor. The incumbent is constrained by federal, state, and departmental policies and procedures.

This position has internal contacts with all other technical staff from the Data Management Unit, the Bureau of Programming, Planning, Bridges and Structures, Information Processing, Design and Environment, Operations, and Local Roads and Streets in the course of his/her work activities. S/He also has frequent contact with district planning personnel in coordinating their structure program as well as resolving data deficiencies. Externally the incumbent has contacts with the FHWA, border state departments of transportation, local highway agencies, and consultants. Occasional travel may be required to conduct instructional sessions with district staff.

The effectiveness of this position is measured by the incumbent's ability to provide accurate and timely structure reports, the compliance of IDOT structure data with the FHWA, and the maximizing of federal funds.

**Principal Accountabilities**

1. Reviews, analyzes, and prepares the structure data for the NBI Program which determines the state apportionment of the federal funds for bridge construction and rehabilitation.
2. Generates structure data reports from the ISIS as needed to provide support for programming activities and to answer other departmental structure questions.
3. Analyzes structure inventory, inspection, and appraisal data to identify those bridges that are potentially eligible for federal funding.
4. Works with other Data Management Unit staff in coordinating structure and roadway changes that have an effect on the IHIS.
5. Maintains the SIP Manual which provides the guidelines and instructions to ensure the accurate collection of structure data in compliance with the Federal NBI Program.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

**Subordinates of this position**

Position Classification	Position Number	Working Title	Authorized Identical
n/a			

**Supervisor of this position**

Immediate Supervisor Position Classification: Technical Manager V  
 Working Title: Data Management Unit Chief  
 Position Number: PW415-23-10-402-40-01

**Position Requirements**

- Education/Experience:
  - Completion of 120 hours of college majoring in mathematics, engineering, accounting or computer science plus two years of experience in managing and analyzing data, **OR**
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**Position Desirables**

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**Agency Approvals**

  
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Bureau Chief of Personnel Management

  
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Secretary, Department of Transportation