

**Technical Manager III (1 Position)  
Compliance Field Officer (Northern)**



<b>IPR Number:</b>	<b>44109</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-40-902-30-02</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm Monday – Friday</b>
<b>Opening Date:</b>	<b>October 7, 2020</b>	<b>Starting Salary:</b>	<b>\$4,765 – \$8,295 *</b>
<b>Closing Date:</b>	<b>October 21, 2020</b>		

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

Office of Finance and Administration / Bureau of Investigations and Compliance / 201 W. Center Court, Schaumburg, IL

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**Position Purpose:**

This position is responsible for conducting contract compliance reviews and assuring that contractors and consulting engineers doing business with the department are following the stipulations of the contracts, special provisions, and federal and state legislation. These activities can cover any aspect of the construction process with an emphasis on compliance with the department's Disadvantaged Business Enterprise (DBE) Program.

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**Qualifications:**

**Position Requirements:**

- Education/Experience:
  - Completion of bachelor's degree majoring in business, statistics, or public administration, **OR**
  - Completion of two years of college plus two years of experience in contract administration, compliance review and investigation, technical report writing, working with the DBE program, or a combination thereof, **OR**
  - Six years of experience in contract administration, compliance review and investigation, technical report writing, working with the DBE program, or a combination thereof
- Valid driver's license
- Frequent statewide travel which may include overnight stays

**Position Desirables:**

- Knowledge of the DBE program, policies, and procedures
  - Ability to maintain harmonious relationships with employees, agency officials, and the public
  - Ability to plan, organize, and execute administrative or technical program requirements
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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.

**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 qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	January 1, 2020	<b>WORKING TITLE:</b>	Compliance Field Officer (Northern)
<b>POSITION CLASSIFICATION:</b>	Technical Manager III	<b>OFFICE/BUREAU:</b>	Office of Finance and Administration / Bureau of Investigations and Compliance
<b>POSITION NUMBER:</b>	PW413-23-40-902-30-02	<b>REGION/DISTRICT:</b>	N/A

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***Position Purpose***

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***Dimensions***

Number of certified DBE firms:	500
Annual value of department consultant architect and engineering contracts:	\$180 million
Annual value of department construction contracts:	\$1 billion +

***Nature and Scope***

This position reports to the Compliance Field Unit Manager. No subordinates report to this position.

This position operates in an environment where the department's program activities affect major contractors; contracting associations; minority, women-owned and controlled businesses and associations; and various interest groups. Effective administration of such programs necessitates the ongoing monitoring of contractors to ensure adherence to special provisions implemented in response to federal and state laws. It is the responsibility of this position to conduct field reviews to monitor contract compliance with DBE Utilization Plan obligations.

Typical problems facing the incumbent include responding to contract compliance complaints and recommending an appropriate and acceptable course of action for resolving complaints. A significant challenge faced by the incumbent is to conduct thorough and consistent field inspections which will provide a reliable basis for verifying contractor compliance with applicable contract provisions.

The incumbent will conduct compliance reviews of contractors and consultant engineers to determine the degree that contractors and consultant engineers are fulfilling their contractual obligations regarding the utilization of DBE firms as required under federal and state regulations. This position prepares and submits written reports of findings to the Compliance Field Unit Manager and makes recommendations of corrective action and/or sanctions to be imposed. The incumbent presents seminars regarding DBE compliance to contractors, industry associations, and others. S/He assists the efforts of nine district representatives regarding the compliance program. As directed the incumbent will investigate any DBE compliance problems that cannot be readily resolved by district representatives.

This position is given significant latitude to accomplish delegated responsibilities. S/He is bound by departmental regulations and policies. Unusual or sensitive noncompliance problems are referred to the Compliance Field Unit Manager for resolution.

The incumbent's internal contacts include representatives from all offices within the department. Externally the incumbent maintains contact with Illinois Department of Transportation (IDOT) contractors, subcontractors, and federal and state officials while monitoring contract compliance and resolving disputes. This position requires frequent statewide travel which may include overnight stays.

The effectiveness of this position can be measured by the consistency and thoroughness of field monitoring activities for contract compliance as determined by the degree to which applicable state and federal laws are followed.

**Principal Accountabilities**

1. Conducts field reviews to monitor contractor compliance with provisions for DBE Utilization Plans as approved by the department.
2. Investigates DBE compliance complaints and recommends an appropriate course of action.
3. Conducts field inspections to monitor specific construction activities.
4. Presents seminars regarding DBE compliance to contractors, industry associations, and others.
5. Performs assignments as directed in cooperation with other sections within the Bureau of Investigations and Compliance or other offices within the department.
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: Compliance Field Unit Manager

Position Number: PW415-23-40-902-30-01

**Position Requirements**

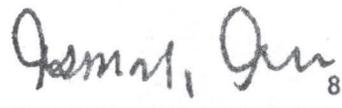
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**Position Desirables**

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**Agency Approvals**

  
Bureau Chief of Personnel Management

  
Secretary, Department of Transportation