



**Technical Manager III (1 position)
Claims Specialist**

IPR Number:	44269	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-54-104-10-01	Shift:	8:00 am – 4:30 pm
Opening Date:	March 11, 2020		Monday – Friday
Closing Date:	March 24, 2020	Salary:	\$4,765 – \$8,295*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Administrative Services / Region 3 / District 4 / 401 Main Street, Peoria, IL

Position Purpose:

This position is accountable for investigating accidents involving state vehicles, third party claims, Court of Claims Cases, processing claims, Freedom of Information Act (FOIA) requests, subpoenas, and assisting in the implementation of district safety inspections and safety training classes.

Qualifications:

Position Requirements:

- Education/Experience
 - Completion of a bachelor's degree majoring in a Business Administration, Economics, Public Administration OR
 - Completion of two years of college PLUS two years of processing general liability claims, auto liability claims, subpoena, and Freedom of Information Act (FOIA) requests experience OR
 - Six years of processing general liability claims, auto liability claims, subpoenas, and Freedom of Information Act (FOIA) requests
- Valid driver's license
- Districtwide Travel

Position Desirables:

- Experience working with federal rules and regulations
- Experience working with highway safety related grants or programs
- Ability to maintain harmonious relationship with employees, agency officials and the general public.
- Proficient with Microsoft Office (Word, Outlook, Excel, Access and PowerPoint)
- Strong oral and written communication skills.

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 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 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**

DATE:	December 18, 2019	WORKING TITLE:	Claims Specialist
POSITION CLASSIFICATION:	Technical Manager III	OFFICE/BUREAU:	OHPI/Bureau of Administrative Services
POSITION NUMBER:	PW413-23-54-104-10-01	REGION/DISTRICT:	Region 3/District 4

Position Purpose

This position is accountable for investigating accidents involving state vehicles, third party claims, Court of Claims Cases, processing claims, Freedom of Information Act (FOIA) requests, subpoenas, and assisting in the implementation of district safety inspections and safety training classes.

Dimensions

Annual Claims:	150-250
Annual Training Classes:	10-20
Annual Court of Claims Investigations:	10-20
Annual Vehicle Accident Investigations:	25-50
Annual Damage Collections:	\$75,000-\$500,000
Annual Safety Inspections:	20-40

Nature and Scope

This position reports to the Safety & Claims Unit Manager. No subordinates report to this position.

This position is accountable for the administration and supervision of the collection of data needed to determine the liability of the department, its employees, the general public in third party claims, Court of Claims Cases, and district vehicle accidents. This position also responds to requests as they pertain to the FOIA as well as subpoenas for information and/or depositions of District Four employees. This position also assists in the administration of various district safety training programs. The functions of this position are necessary part of maintaining a good departmental relationship with the general public and the employees of the district.

A typical problem for this position involves working in an often-adverse hostile environment that is created when the incumbent is required to inform citizens of their legal obligation to pay for damages to state property for which they are liable. The greatest challenge for this position is to conduct, within limited time constraints, complete and thorough investigations and analyses of Civil and Court of Claims Cases in order to provide the data required by the central Bureau of Claims, the Office of the Attorney General, and the attorneys for third party litigants.

The incumbent is personally accountable for: investigating vehicle accidents and third-party property damage claims; administering the collection of data for all Court of Claims Cases involving state liability, administering the collection of funds for restitution for damages to state property by third parties, and assisting in the implementation of field/worksites safety programs. The incumbent makes recommendations for corrective action where improper safety practices are found to exist. The incumbent serves as the support person for the district Employee Safety Representative.

The incumbent's activities are regulated by the Court of Claims, insurance companies, Occupational Safety and Health Administration (OSHA), Department of Labor, and policies and procedures of the department. Within these constraints, the incumbent is allowed considerable independence of action in administering the

considerable independence of action in administering the unit activities. Problems referred to the supervisor are usually those that need coordination with other state agencies, physicians, and attorneys.

Internally, the incumbent has frequent contact with district employees, district Bureau Chiefs, central Personnel, and Chief Counsel's office. Externally, the incumbent has contacts with insurance companies, repair vendors, attorneys, Assistant Attorney General, and others for the purpose of accomplishing claims and safety responsibilities. Travel is required within the district.

The effectiveness of this position is measured by the ability of the incumbent to administer the processing of Court of Claims Cases, to collect reimbursements from citizens for damage to state property, and to assist in administering a safety program that minimizes accidents, reduces work days lost to injury, keeps damage to state equipment to a minimum, and insures the prompt collection of property damage due to the state.

Principal Accountabilities

1. Accountable for conducting investigations of vehicle accidents and 3rd party property damage claims that are thorough and accurate in order to provide the data needed to process Court of Claims cases.
2. Accountable for processing FOIA requests and responding to subpoenas for information and/or depositions of District 4 employees.
3. Administers the collection of mobile property damage fees from liable 3rd parties in a manner, which provide the maximum return to the state.
4. Accountable for preparing accurate reports for use by insurance companies, the Office of the Attorney General and other agencies.
5. Assists in the administration of the safety/training programs which creates safety awareness among employees and minimizes preventable accidents and subsequent lost days.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

Subordinates of this position (if applicable, list subordinate information in the chart below)

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Technical Manager IV

Working Title: Safety & Claims Unit Manager

Position Number: PW414-23-54-104-10-01

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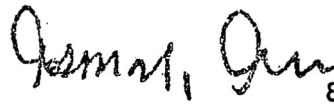
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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation