



Bunny Koehler

**Technical Manager II (1 position)
Local Agency Analyst**

IPR Number:	44330	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-10-803-22-01	Shift:	8:00 am – 4:30 pm
Opening Date:			Monday - Friday
Closing Date:		Salary:	\$4,190 - \$7,315 *

Office/Central Bureau/District/Work Address:

Office of Planning & Programming / Bureau of Data Collection / 2300 S. Dirksen Parkway, Springfield, IL

Position Purpose:

This position is responsible for providing technical support to law enforcement agencies regarding the development and maintenance of traffic statistics and for the review and analysis of the various location references used to identify coordinates on all interstate, state, and state-maintained routes in Illinois. This position also assists with updating, distributing, and testing the state's paper and electronic version of the SR1050 Motor Vehicle Crash Report. Further, this position assists in accessing and using the Safety Portal.

Qualifications:

Position Requirements:

- Education/Experience
 - Completion of bachelor's degree majoring in communications, law enforcement, or statistics, **OR** Completion of two years of college plus one year of experience gathering and reviewing data, working with law enforcement agencies, or a combination thereof, **OR**
 - Five years of experience gathering and reviewing data, working with law enforcement agencies, or a combination thereof
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

Position Desirables:

- Ability to maintain harmonious relationship with employees, agency officials, and the general public
- Knowledge and use of the Microsoft Office Suite (preferably Word, Excel, and PowerPoint)
- Possess excellent organizational skills
- 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 qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 16, 2020	WORKING TITLE:	Local Agency Analyst
POSITION CLASSIFICATION:	Technical Manager II	OFFICE/BUREAU:	Office of Planning and Programming / Bureau of Data Collection
POSITION NUMBER:	PW412-23-10-803-22-01	REGION/DISTRICT:	n/a

Position Purpose

This position is responsible for providing technical support to law enforcement agencies regarding the development and maintenance of traffic statistics and for the review and analysis of the various location references used to identify coordinates on all interstate, state, and state-maintained routes in Illinois. This position also assists with updating, distributing, and testing the state's paper and electronic version of the SR1050 Motor Vehicle Crash Report. Further, this position assists in accessing and using the Safety Portal.

Dimensions

Reports of local agency contacts:	1,500 annually
Training sessions coordinated:	10 annually
Agency Requests:	1,500 - 2,500 annually

Nature and Scope

This position reports to the Traffic Resource Coordinator. No subordinates report to this position.

The incumbent's primary responsibility is to handle the administrative functions related to local agencies reporting crash data, assist in coordinating training sessions for the Local Agency and Training Specialist, and handle requests for special traffic data services from local agencies that are generated by the Local Agency and Training Specialist.

A typical problem the incumbent faces is providing timely crash data to various users while resolving discrepancies in reported crash data submitted by law enforcement agencies. The primary challenge to this position is to develop contacts within law enforcement and safety agencies to ensure accurate quality and quantity of crash data material is received by the Traffic Statistics Unit. Due to the various methods through which reports are submitted, the incumbent is further challenged to develop a clear overview of the Bureau of Data Collection's records processing complexities.

Within guidelines established by the Traffic Resource Coordinator, the incumbent ensures that a report of each field contact is documented and maintained in a viable and accessible electronic file. S/He personally develops and maintains a systematic inventory of contacts that is easily accessible and provides for up-to-date reports on the progress of a local agency crash data reporting. The incumbent generates progress reports semi-monthly, monthly, and bi-monthly regarding crash reports received from agencies along with reports identifying lapses in local jurisdiction crash reporting. S/He assists coordinators which may include arranging logistics, securing training materials, and tracking training activity. The incumbent also assists with responding to a variety of requests from agency contacts. S/He gathers and sends informational material and crash report forms as requested, answers phone inquiries for information, and directs technical requests to the appropriate personnel. The incumbent maintains an inventory of crash report forms and informational material. S/He may also assist with contacting coroners, law enforcement, and other safety agencies to obtain missing information needed for the Fatal Accident Reporting System (FARS). The incumbent assists in reviewing extensible markup language

(XML) vendor/agency scenarios for production approval and developing and testing new and existing validation rules used for all agencies. This requires the incumbent to have a thorough understanding of the SR 1050 and its validation rules.

Although the incumbent has a certain degree of freedom in the performance of required duties, s/he will operate within state and federal statutes and departmental policies and procedures. The Traffic Resource Coordinator will be kept informed of the status of local agency contacts and assigned work. The incumbent recommends the purchase of equipment and supplies pertaining to job functions.

The incumbent is in contact internally with other sections and units within the Bureau of Data Collection and other bureaus within the department at the central and district level regarding crash data reporting. Externally, s/he will be in contact with safety agencies as well as county superintendents of highways, city engineers, and county coroners. This position requires occasional statewide and out-of-state travel with overnight stays to assist with field activities.

The performance of this position is measured by the accuracy and timeliness of progress reporting as well as the maintenance of accurate crash data records.

Principal Accountabilities

1. Develops and maintains contacts with law enforcement, safety agencies, and coroners.
2. Generates progress reports regarding law enforcement and safety agencies crash data reporting activity and assists in contacting agencies with lapses in data reporting.
3. Assists in coordinating training sessions conducted by the Local Agency and Training Specialist, ensuring that all logistics are handled, and adequate course material is available.
4. Prepares and distributes informational material and crash report forms as requested by agencies throughout the state and maintains related inventory to ensure adequate supply.
5. Assists in contacting coroners, law enforcement agencies, and other safety agencies to obtain missing information needed to ensure the accuracy of the Fatality Analysis Reporting System (FARS).
6. Assists with the development and revision of the instruction manual for the Illinois Traffic Crash Report Form to improve the accuracy of data reporting and alleviate potential reporting problems.
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.
8. 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 IV

Working Title: Traffic Resource Coordinator

Position Number: PW414-23-10-803-22-01

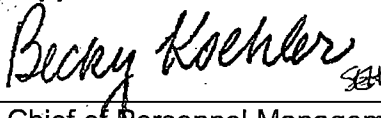
Position Requirements

- Education/Experience
 - Completion of bachelor's degree majoring in communications, law enforcement, or statistics, **OR**
Completion of two years of college plus one year of experience gathering and reviewing data, working with law enforcement agencies, or a combination thereof, **OR**
 - Five years of experience gathering and reviewing data, working with law enforcement agencies, or a combination thereof
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

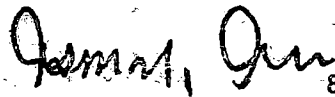
Position Desirables

- Ability to maintain harmonious relationship with employees, agency officials, and the general public
- Knowledge and use of the Microsoft Office Suite (preferably Word, Excel, and PowerPoint)
- Possess excellent organizational skills
- Strong oral and written communication skills

Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation