

**Technical Manager III (1 Position)  
Data Analysis Specialist**



<b>IPR Number:</b>	<b>44333</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW413-23-10-803-21-04</b>	<b>Shift:</b>	<b>8:00 am – 4:30 pm Monday – Friday</b>
<b>Opening Date:</b>		<b>Salary:</b>	<b>\$4,765 – \$8,295 *</b>
<b>Closing Date:</b>			

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

Office of Planning and Programming / Bureau of Data Collection / 2300 South Dirksen Parkway, Springfield, Illinois

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**Position Purpose:**

This position prepares and maintains the geographic information system (GIS) files and maps which reflect motor vehicle crash data to be used by state, federal, and local governments as well as law enforcement agencies, consultants, and the public. The incumbent is the primary coordinator/contact person for all matters relating to GIS for the Bureau of Data Collection and is responsible for training agency personnel in its usage. This position also prepares collision diagrams, spot maps, and a wide variety of crash summaries used for detailed crash-related studies.

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**Qualifications:**

**Position Requirements:**

- Education/Experience
  - Completion of bachelor's degree majoring in statistics or geography, **OR**
  - Completion of two years of college plus two years of experience using GIS software to map transportation-related data, **OR**
  - Six years of experience using GIS software to map transportation-related data

**Position Desirables:**

- Extensive knowledge and use of GIS Software, particularly ArcGIS
  - Ability to explore and utilize new methods of retrieving traffic crash data
  - Extensive knowledge of the Microsoft Office Suite (especially Word, Access, and Excel), Crash Information System database, and GIS
  - 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.

**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>	February 16, 2020	<b>WORKING TITLE:</b>	Data Analysis Specialist
<b>POSITION CLASSIFICATION:</b>	Technical Manager III	<b>OFFICE/BUREAU:</b>	Office of Planning and Programming / Bureau of Data Collection
<b>POSITION NUMBER:</b>	PW413-23-10-803-21-04	<b>REGION/DISTRICT:</b>	n/a

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***Position Purpose***

This position prepares and maintains the geographic information system (GIS) files and maps which reflect motor vehicle crash data to be used by state, federal, and local governments as well as law enforcement agencies, consultants, and the public. The incumbent is the primary coordinator/contact person for all matters relating to GIS for the Bureau of Data Collection and is responsible for training agency personnel in its usage. This position also prepares collision diagrams, spot maps, and a wide variety of crash summaries used for detailed crash-related studies.

***Dimensions***

Traffic crashes:	400,000 annually
Data requests:	650 - 700 annually
Special projects/reports:	50 - 100 annually
State and local agencies:	1,200

***Nature and Scope***

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

The incumbent exercises independent judgment in preparing and maintaining GIS files and maps of motor vehicle crash locations and by validating and preparing crash data for various agencies. The scope of this position includes serving various data users by providing technical direction and assistance to federal, state, and local agency personnel as well as law enforcement agencies and the public involved in the preparation, use, and analysis of traffic crash-related GIS files and crash data in general.

The greatest challenge to this position is to provide current, accurate, well-defined data for use by the Illinois Department of Transportation (IDOT) and other agencies. The preparation and maintenance of historical and current vehicle crash files requires the incumbent to be able to understand and utilize the various computer programs used to store, retrieve, and analyze the data for GIS and other crash reporting activities. Typical problems for the incumbent involve reviewing reports and files for accuracy, assisting district and central bureau users with the preparation and production of customized reports, and resolving any identified system deficiencies.

The incumbent is personally responsible for providing technical support and assistance to IDOT and local agencies involved in GIS programs. This includes developing files, verifying their accuracy, and providing them to the end users in the requested format. S/He must constantly review crash data files and reports for accuracy, timeliness, and completeness. The incumbent is responsible for training and assisting IDOT personnel in the use of GIS software, development of customized reports, and interpretation of the program output. S/He provides high accident location information to IDOT offices in the appropriate format.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. S/He is constrained by departmental policies and procedures.

The incumbent maintains daily communications with central bureau and district personnel. S/He serves as the liaison with the Bureau of Information Processing (BIP) in all matters relative to the GIS system in order to ensure that files are properly structured, maintained, and available for use.

The effectiveness of this position is measured by the incumbent's ability to comprehend the motor vehicle crash files and the various software programs used to store, prepare, and produce crash information for the GIS program; to prepare, maintain, and provide quality data to GIS program users in a timely manner; and to effectively train the users in the application of the GIS program

**Principal Accountabilities**

1. Prepares and provides GIS maps/files to IDOT personnel along with training in the use of the GIS software.
2. Serves as liaison with BIP in all matters relative to GIS.
3. Provides high accident location information to IDOT personnel in the appropriate format.
4. Provides IDOT users technical support and assistance for GIS-related activities.
5. Assists in the preparation of various formatted crash reports for internal and external data users.
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 IV

Working Title: Traffic Data Coordinator

Position Number: PW414-23-10-803-21-01

**Position Requirements**

- Education/Experience
  - Completion of bachelor's degree majoring in statistics or geography, **OR**
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**Position Desirables**

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**Agency Approvals**

*Becky Koehler* SEK

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Bureau Chief of Personnel Management

*Jamal, Jr.*

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Secretary, Department of Transportation