

# Job Title: TECHNICAL MANAGER III - CONTRACT COMPLIANCE ANALYST - IPR#46209

**Agency :** Department of Transportation

**Closing Date/Time:** 01/27/2023

**Salary:** \$4,765 - \$8,295 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 2

**Plan/BU:** NR916 - Protech Teamsters

**\*This position is covered by the Revolving Door Prohibition Policy.**

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire Contract Compliance Analysts.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

This position is accountable for reviewing contract documents to ensure the required provisions for Equal Employment Opportunity (EEO), labor compliance, trainees, and Disadvantaged Business Enterprise (DBE) goals are included. This position assists in the review of departmentwide DBE utilization plans and final payments made to DBE firms. This position performs the initial review for pre-award waivers, modifications, and final waiver requests. This position assists in gathering data required and inputs information into the database management system for documenting program accomplishments and generating required status reports.

Number of certified DBE firms: 850+

Annual value of departmental consultant architect/engineering contracts: \$600 million

Annual goal for DBE participation: 22.7%

Annual number of trainees in federal-aid contracts: 35

This position reports to the Contract Compliance Office Unit Manager. There are no subordinates reporting to this position.

In response to the Surface Transportation Assistance Act of 1982 and subsequent federal and state legislation, the department administers several programs to ensure participation by DBEs in consultant engineering, contracting, and general procurement activities. This position operates in an environment where the department's program activities affect major contracting associations, minority and women-owned and controlled organizations, and various political interest groups. Effective administration of these programs necessitates continual monitoring of contract activities. It is the responsibility of this position to review contract documents to ensure that correct required provisions, EEO, labor compliance, trainees, and DBE goals are included. Failure to comply with applicable federal and state laws and regulations may result in the loss of federal funds and/or conflict with the provisions of the Civil Rights Act of 1964.

A typical problem facing this position is to ensure a thorough review of DBE utilization plans and to recommend approval and/or obtain required additional information as needed. The greatest challenge for this position is the timely review of contract documents to ensure the inclusion of correct DBE goals, EEO, and prevailing wage provisions.

The incumbent reviews requests for modifications to previously approved DBE utilization plans and recommends approval and/or obtains additional required information. The incumbent conducts initial review of documentation for pre-award Good Faith Effort Review, material breach of contract, and final waiver requests. The incumbent assists in gathering the data required and inputting it into the database management system for documenting

### **(Job Responsibilities continued)**

program accomplishments and generating required status reports. The incumbent reviews requests for approval of subcontractors to assure compliance with the DBE special provisions.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. Matters of an unusual or sensitive nature are referred to the Contract Compliance Office Unit Manager for resolution. This position is constrained by applicable department/state/federal policy, practices, and guidelines.

Internal contacts include central office personnel within the Bureau of Small Business Enterprises and the Bureau of Construction. Contacts also include personnel department wide. Externally, the incumbent maintains contact with the Illinois Department of Transportation contractors and subcontractors, state and federal authorities, and various special interest groups while accomplishing accountabilities. Occasional statewide travel with overnight stays is required.

The effectiveness of this position can be measured by the degree to which contract documentation for all projects conform to laws, regulations, and departmental goals.

### **Principal Accountabilities**

1. Reviews contract documents to ensure that correct required provisions for EEO, labor compliance, trainees, and DBE goals are included.
2. Reviews DBE utilization plans and makes recommendations for approval and/or obtains additional information as needed.
3. Reviews requests for modification of approved DBE utilization plans and recommends approval and/or obtains additional information as needed.
4. Obtains and performs the initial review of DBE and trainee goals per contract and enters this information in the database.
5. Performs initial review of documentation for pre-award Good Faith Effort Requests, material breach of contract, and final Good Faith Effort Reviews.
6. Reviews Requests for Approval of Subcontractor to ensure compliance with the DBE special provisions.
7. Assists in gathering data required and inputting it into the database management system for documenting program accomplishments and generating required status reports.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner

conducive to the fair and equitable treatment of all employees.

9. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- Education/Experience:
  - Completion of a bachelor's degree majoring in business or public administration, OR
  - Completion of two years of college plus two years of experience monitoring contracts, reviewing invoices and final payments, preparing reports for federal/state reporting, or a combination thereof, OR
  - Six years of experience in monitoring contracts, reviewing invoices and final payments, preparing reports for federal/state reporting, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

### **Position Desirables**

- Knowledge of technical language used in the highway construction industry
- Understanding of federal and state laws and regulations pertaining to EEO/Affirmative Action and compliance
- Detail-oriented and well-organized with the ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials, and the public

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Business and Workforce Diversity/Bureau of Small Business Enterprises

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Legal and Compliance

## **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)