

Job Title: SAFETY RESPONSIBILITY ANALYST - IPR#46245

Agency : Department of Transportation

Closing Date/Time: 01/27/2023

Salary: \$3856 - \$5404 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 4

Plan/BU: RC014

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 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 Safety Responsibility 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

25%

1. Reviews and evaluates automobile crash reports and correspondence by accessing the Crash Information System (CIS), Safety Responsibility (SR) letters application to determine compliance with the Illinois Safety Responsibility Law (SRL) and complete compliance with insurance requirements.

- By accessing Microsoft applications prepares or generates correspondence necessary to obtain additional information needed to determine compliance/non-compliance.

15%

2. Determines the amount of security necessary to deposit with Secretary of State (SOS) to Comply with the SRL based on extent of injuries and property damage.
 - Determines whether motorist are exempt from deposit of security under applicable provisions of Chapter 7 of the Illinois Vehicle Code.
 - Prepares certifications of motorists that have not proven financial responsibility for submittal to the SOS.
 - Catalogs case files for SOS' initial action/no action decision and reviews certification worksheet for changes made by SOS.

15%

3. Performs inquiries for motorist reports and correspondence by searching cases through the SR letters application and enters the case number into interface so that the documents may be filed into the correct folder for Safety Responsibility.

(Job Responsibilities continued)

15%

4. Reviews unresolved safety responsibility files.
 - Makes determinations based on current applicable laws .
 - Identifies problem area and resolves controversies with motorists and/or their attorneys.
 - Prepares any correspondence needed regarding controversies .
 - Ascertains appropriate action to be taken towards either suspension of driving privileges or the restoration of driving privileges.

10%

5. Answers telephone inquiries from motorists, their attorneys, and insurance companies having problems associated with Safety Responsibility.

10%

6. Closes case files after safety responsibility questions have been resolved through correspondence and/or review.

5%

7. Contacts SOS liaisons in person or by telephone relating to Safety Responsibility.

5%

8. Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of high school.
2. Requires three years progressively responsible clerical experience.

Preferred Qualifications

1. Prefers thorough knowledge of the Illinois Safety Responsibility Law and other statutes affecting its application.
2. Prefers ability to aid other employees in established procedures relating to the administration of the safety responsibility law.
3. Prefers ability to maintain positive working relationships with other employees and contacts with the public.
4. Prefers ability to evaluate, in accordance with adopted standards, the extent personal injuries and Property damage from written reports and supplementary data.
5. Prefers ability to conduct interviews and correspondence in complicated cases with the public, attorneys, public officials, and insurance companies.

Conditions of Employment

1. Requires successful completion of a background investigation

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire a Safety Responsibility Analyst for the Bureau of Data Collection. The successful candidate will under general supervision, inspects automobile crash report forms for insurance information; corresponds with vehicle drivers and owners to obtain missing information to ensure compliance with the Illinois Safety Responsibility Law (SRL). Responds to telephone calls and conducts personal interviews with motorists, or their representative, concerning compliance with the SRL and brings to a conclusion correspondence, interviews, complex files and telephone inquiries. Operates personal computer to access SR letters and Microsoft basic applications.

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

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

Work Office: Office of Planning and Programming, Bureau of Data Collection

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Clerical and Administrative Support; Transportation

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 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 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 – 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
- systems@SIL-P1.ns2cloud.com