

Job Title: TECHNICAL MANAGER III - RECORDS AND INFORMATION MANAGEMENT LIAISON - IPR#46337

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: 5

Plan/BU: NR916 - Protech Teamsters

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.

****This position is subject to a pre-employment physical examination and drug and alcohol testing***

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire Records and Information Management Liaisons.

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 provides records and information management planning services and implementation support. S/He is assigned oversight for specific areas of the department for the management of active, inactive, and vital hard copy, electronic records, and records retention in accordance with established policies, standards, and best practices.

Record series: +/- 350
Annual volume of agency records: +/- 1,000,000
Annual work orders: +/- 500
Annual records disposals: +/- 10,000 cubic feet
Annual records transfers: +/- 5,000 cubic feet

This position reports to the Records and Information Management Unit Chief. No subordinates report to this position.

The position will be assigned to specific areas of the department to provide planning, implementation, and operational assistance in support of the department's Records and Information Management (RIM) program. This includes guidance and direction department-wide in centralized and decentralized file management operations to improve access and control. This position is responsible for assisting with implementing, managing, and testing the business continuity plan to protect the organization's mission-critical records and information assets and communicating department policies promoting the value of RIM principles and best practices.

Typical problems include managing multiple priorities in a rapidly changing work environment. The greatest challenge to the incumbent is to coordinate the transition from hard copy to electronic records management within areas of assigned responsibility.

The incumbent will provide training regarding RIM processes in compliance with policies and procedures identifying opportunities for RIM process improvements and develop periodic reports by gathering and analyzing data and information related to the RIM program. S/He will review, monitor, and provide metrics that measure the productivity and performance of the RIM program. The incumbent will provide suggestions for updates to RIM policies and procedures and assist with implementing, managing, and testing a plan to protect organizational vital records and information assets. This position must have the ability to lift 35 pounds.

(Job Responsibilities continued)

The incumbent exercises latitude to accomplish responsibilities and is constrained by all applicable departmental, state, and federal rules, regulations, and guidelines.

Internal contacts include fellow Records and Information Management Liaisons, file clerks, and records managers within various offices, all levels of management, co-workers, and other staff members. There are no external contacts. Frequent statewide travel is required of this position.

The effectiveness of this position is measured by the incumbent's ability to coordinate the transition from hard copy to electronic records management and ensure compliance with the RIM program within his/her assigned area.

Principal Accountabilities

1. Provides planning, implementation, and operational assistance in support of the department's RIM program within assigned areas of the department.
2. Provides training regarding RIM processes in compliance with policies and procedures.
3. Identifies opportunities for RIM process improvements.
4. Develops periodic reports by gathering and analyzing data and information related to the RIM program.
5. Assists with implementation, management, and testing plans to protect organizational vital records and information assets.
6. Assists with implementation, management, and testing of the business continuity plan to protect the organization's mission-critical records and information assets.
7. Communicates department policies promoting the value of RIM principles and best practices.
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
- Completion of two years of college plus two years of experience in the field of records and information management, OR
- Six years of experience in the field of records and information management
- Valid driver's license
- Frequent statewide travel
- Ability to lift 35 pounds

Position Desirables

- Working knowledge of records and information management techniques and organizational concepts
- Strong oral and written communication skills
- 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 general public

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

Work Location: 2100 Eastdale Ave Springfield, IL 62703-5611

Office: Office of Finance & Administration/Bureau of Business Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: 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