

Job Title: TECHNICAL MANAGER V - CHIEF SAFETY REGULATIONS MANAGER - IPR#46552

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$6,145 - \$10,210 MONTHLY

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

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 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 a Chief Safety Regulations Manager.

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
- Employee Assistance Program and/or mental health resources

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 the review and analysis of state and federal safety policy and procedures and the development of safety standards and management plans for the fixed rail transit systems in the state of Illinois that are required to report to the Federal Transit Administration (FTA).

Program budget managed:	\$2 million annually
FTA quarterly reports coordinated:	4 annually
FTA annual reports coordinated:	1

Triennial reviews managed:	1 (every 3 years)
Safety audits managed:	6 annually
Safety investigations managed:	6 annually
Program safety manuals managed:	2 annually

This position reports to the Safety Oversight Program Section Manager. There are no subordinates reporting to this position.

The Office of Intermodal Project Implementation (OIPI) is responsible for acting as the State Safety Oversight Agency (SSOA) for Illinois. The State Safety Oversight (SSO) Program Section of the OIPI is responsible for monitoring and coordinating the rail safety programs with the FTA, Chicago Transit Authority (CTA), St. Clair County Transit District (SCCTD), Bi-State Development Corporation, and the Missouri Department of Transportation (MODOT) to ensure all FTA mandated SSO program policies, procedures, and standards are in place to obtain and maintain FTA Transit Safety and Security Program Certification.

The greatest challenges for the incumbent include completing critical milestones and ensuring close coordination among the Illinois State Safety Oversight Agency (SSOA), FTA, CTA, SCCTD, Bi-State Development Corporation, and MODOT to ensure that rail safety procedures are compliant with state and federal regulations and to clearly and effectively communicate modifications to all partners. Ensuring compliance takes several forms such as annual safety plan reviews, safety audits, safety certification oversight, and/or other methods. The incumbent remains current in all FTA certifications and maintains current knowledge of federal regulations associated with rail safety oversight.

(Job Responsibilities continued)

The incumbent assists with the coordination of the certification process and all SSOA responsibilities required by the Moving Ahead for Progress in the 21st Century Act (MAP-21) legislation. This position is responsible for the review, analysis, and interpretation of existing rail safety procedures to ensure compliance with all state and federal regulations. S/He is responsible for the development and modification of the department's Program Standards Manual. This position is responsible for the program budget including the management of federal grants as well as review and approval of invoices from consultants and oversight partner agencies to ensure accuracy of documentation, eligibility of costs, and compliance with contract terms and budgets. The incumbent is responsible for meeting all reporting requirements with the FTA. This position coordinates with the department's Office of Legislative Affairs to develop and promote legislation, directives, administrative and executive orders, and any other governmental actions required for program development and department compliance.

The incumbent must follow state policies and procedures relating to public transportation programs but has flexibility in setting priorities for accomplishing daily activities. In instances where new policy or precedent could be set by the incumbent's action, consultation with and approval from the Safety Oversight Program Section Manager is required. The duties of this position require research for changing policies or procedures and coordination with other staff in the department and outside agencies.

Internal contacts include staff within OHPI as well as staff of the Office of Planning and Programming, Office of Chief Counsel, Office of Finance and Administration, and Office of Legislative Affairs. External contacts include representatives from the FTA, National Transportation Safety Board, (NTSB), Regional Transportation Authority (RTA), CTA, SCCTD, MODOT, the city of Chicago and outside consultants. This position requires frequent travel to accomplish statewide responsibilities, as well as occasional out-of-state travel for Metrolink oversight responsibilities, training and coordination with external contacts, and local and national organizations. Travel may sometimes include overnight stays.

The effectiveness of this position is measured by the ability of the incumbent to provide effective and efficient management of State Rail Safety regulations and procedures to ensure department and transit agency compliance with federal mandates for rail safety oversight.

Principal Accountabilities

1. Analyzes and interprets federal regulations related to rail transit safety.
2. Develops standard operating procedures to detail safety oversight requirements and describe oversight procedures in practice.

3. Ensures processes detailed in the program standards are sufficient to comply with federal rules and effectuates modifications as necessary.
4. Reviews and approves invoices from consultants and oversight partner agencies to ensure compliance with all department and federal requirements and budget constraints.
5. Manages the program's funding through federal grant administration channels.
6. Prepares special reports as requested.
7. Coordinates with staff in the department's Office of Legislative Affairs to develop and promote legislation, directives, and administrative and executive orders as well as other governmental actions required for program development and department compliance.
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, public safety, public security, city planning, urban and regional planning, accounting, or policy administration plus three years of experience with safety and security planning, reviewing safety and security work tasks for completion and appropriate level of effort, monitoring safety requirements, or a combination thereof, OR
 - Eleven years of experience with safety and security planning, reviewing safety and security work tasks for completion and appropriate level of effort, monitoring safety requirements, or a combination thereof
- Frequent statewide and occasional out of state travel which may include overnight stays

Position Desirables

- Knowledge and understanding of transportation safety, operations, maintenance, and/or engineering and construction regulations and guidelines
- Experience working with federal grant funds
- Experience with transportation auditing, inspections, and investigations
- Strong attention to detail
- Aptitude for working with numbers
- Strong oral and written communication skills
- Ability to resolve issues effectively
- Transit Safety and Security Program (TSSP) certification
- Public Transportation Safety Certification Training Program (PTSCPT) certification
- High proficiency in Microsoft Excel, Word, and PowerPoint

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

Work Location: 69 W Washington St, Suite 2100, Chicago, IL 60602-3134

Office: Office of Intermodal Project Implementation

Agency Contact: DOT.CONTACTTHR@ILLINOIS.GOV

Job Family: Transportation; Legal, Audit & Compliance; Public Safety

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