Job Title: TECHNICAL MANAGER V - MCSAP COMPLIANCE UNIT MANAGER - CENTRAL/SOUTHERN - IPR#44974

Agency: Department of Transportation  
Closing Date/Time: 07/08/2022  
Salary: $6,145 - $10,210 Monthly  
Job Type: Salaried Full Time  
County: Sangamon  
Number of Vacancies: 1  
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.

Agency Mission Statement
The Illinois Department of Transportation is seeking to hire a Motor Carrier Safety Assistance Program Compliance Unit 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.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

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 serves as a Motor Carrier Safety Assistance Program (MCSAP) Compliance Unit Manager for the Illinois Department of Transportation (IDOT) for central and southern Illinois. S/He promotes and enforces the Illinois and Federal Motor Carrier Safety Regulations (IMCSR, FMCSR), Hazardous Materials Regulations (HMR), and other applicable regulations. Assignments involve managing an area-wide program and planning and performing a broad range of compliance functions. This position is accountable for the administration of the department’s MCSAP, encompassing segments of industry engaged in the shipment and transportation of materials over Illinois highways to gain compliance with established safety transportation regulations.

Approximate annual inspections and audits:
- Level I or V inspections: 300
- Safety audits: 900
Compliance check forms received annually: 15,000
Compliance check forms investigated annually: 120
Educational contacts annually: 5
Annual fatal accident investigations: 3
Complaints received annually: 50

Dimensions are subject to change depending upon the needs of the department and goals set forth in the Commercial Vehicle Safety Plan (CVSP).
This position reports to the Commercial Vehicle Safety Section Manager. Reporting to this position are MCSAP Compliance Officers located throughout the state.

The incumbent is responsible for ensuring that an acceptable level of compliance is attained within the constraints of the IMCSR and FMCSR, which govern safety transportation, and the hazardous materials regulatory scheme, which governs hazardous materials shipment and transportation. The incumbent is required to select the most appropriate course of action for achieving goals within staff limitations and budgetary constraints. The incumbent must exercise considerable discretion when determining punitive sanctions to ensure that a prudent expenditure of staff is applied in the most meaningful circumstances. Further, punitive sanctions may include recommendations of monetary penalties, therefore s/he must be aware of the subsequent impact upon the industry, in accordance with the statutory requirements, to consider the ability of violators to continue operations. Additionally, when it is apparent that training for the industry may play a role in gaining compliance, the incumbent coordinates efforts with management as well as other unit chiefs.

(Job Responsibilities continued)
The incumbent is challenged to select the most appropriate technique for gaining compliance by identified offenders without unduly penalizing the company, as well as to identify appropriate measures to address attempts to conceal non-compliance. Several corrective action options are available including informational and training programs; warning letters and citations, as defined by statutes; examinations and investigations of facilities; or the application of sanctions and fines. A routine problem the incumbent faces is the monitoring of compliance efforts of the MCSAP compliance officers and working with the Federal Motor Carrier Safety Association (FMCSA) to delegate assignments. This is done to meet regulatory requirements and procedures within a specified timeframe.

The incumbent is personally accountable for the establishment of subordinate caseloads, ensuring that reviews and proposed actions are consistent with regulations and are supported by evidence gathered. S/He conducts the initial review of all compliance check forms in order to assign cases in accordance with staff capabilities. In addition, s/he closely monitors the development of each case in order to be responsive to managerial and legal legislative inquiries. The incumbent also reviews the proposed course of action to determine consistency with precedents established for similar circumstances. S/He also ensures that departmental policies and procedures are consistently applied in monetary penalty recommendations. S/He may plan and conduct investigations in sensitive cases. The incumbent continuously reviews applicable regulations and makes recommendations for revisions to increase levels of compliance and promote a safe transportation environment.

The incumbent accomplishes accountabilities through the following staff:
MCSAP Compliance Officer who promotes and enforces the IMCSR, FMCSR, HMR, and other applicable regulations. Assignments involve managing an area-wide program and planning and performing a broad range of compliance functions. These assignments serve to further refine the MCSAP Compliance Officer's program knowledge and skills by providing opportunities to deal independently with a wide variety of problems normally encountered in providing technical assistance and conducting routine safety audits. This contributes to a reduction in injury, loss of life, and property damage involving motor carriers. The MCSAP Compliance Officer also reviews complaints and conducts investigations to determine invalid, minor, and major violations; prepares correspondence to close cases involving invalid and minor offenses; and conducts investigations of major violations to identify appropriate sanctions, including monetary penalties for offenders. There are multiple MCSAP compliance officers located throughout the state.

(Job Responsibilities continued)
The incumbent is responsible for providing interpretations on "gray area" matters within regulations pertinent to general motor carrier and hazardous materials transportation compliance. S/He exercises wide latitude in the development and implementation of inducements to gain compliance by the affected industry. The incumbent may select from a range of possible sanctions and/or measures but is limited to recommendations by the decision of the Commercial Vehicle Safety Section Manager and Bureau Chief of Investigations and Compliance.

The incumbent maintains frequent contact internally with the legal staff of the Office of the Chief Counsel regarding cases in the sanction process and cooperatively with the other unit managers to coordinate necessary
field investigations. Externally, s/he is in frequent contact with the Department of Law Enforcement with respect to citations, investigations, and enforcement activities; both legal and managerial representatives of the regulated industry; and media representatives as necessary. Frequent travel with overnight stays, primarily within the state, is necessary to conduct investigations of alleged violators.

The effectiveness of this position is measured by the quality of the MCSAP as determined by an acceptable level of compliance with applicable regulations. Effectiveness is further determined by the validity and thoroughness of evidence supporting the application of sanctions or other corrective measures.

Principal Accountabilities
1. Reviews all investigative reports to determine and recommend an appropriate course of action to gain industry compliance with the IMCSR and FMCSR.
2. Conducts necessary inquiries and investigations to establish the basis for recommendations regarding the application of sanctions.
3. Provides interpretations of applicable regulations as necessary to ensure compliance.
4. Works directly with the Commercial Vehicle Safety Section Manager to establish goals and objectives determined by the FMCSR.
5. Provides essential information to the Office of Chief Counsel to support the sanction process.
6. Identifies trends in citations and violations to recommend the development of information and training programs for enforcement and industry personnel in order in order to increase compliance levels.
7. Monitors regulations and violations to identify the need for regulatory revisions and recommends changes to the regulations to increase compliance levels and promote a safe transportation environment.
8. Assigns reviews to subordinates.
9. Monitors and assigns all complaints and follow-up with the FMCSR to ensure compliance of regulations.
10. Trains, motivates, and evaluates staff to most effectively improve overall compliance with regulations.
11. Demonstrates competency and maintains proficiency through successful completion of initial and recurrent training and certification programs as required by state and federal policies.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of employees.
13. Performs other duties as assigned.

Qualifications
Position Requirements

- Education/Experience:
  - Completion of bachelor’s degree majoring in business or public administration plus three years of experience with the IMCSR, FMCSR and HMR, OR
  - Eleven years of experience with the IMCSR, FMCSR and HMR
- Valid driver’s license
- Must be Federal Motor Carrier Safety Administration (FM CSA) certified within nine year of hire
- This position requires mandatory training to be held throughout the United States, which will span a period of approximately three months
- Frequent travel with overnight stays primarily within the state.
- This position requires the ability to conduct motor carrier truck inspections. This includes getting on top of and under the trucks, as well as in the cabs and trailers.

Position Desirables
- Supervisory experience
- Ability to review and comprehend evidence in support of the civil fine processes
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives

Work Hours:  8:00 AM - 4:30 PM Monday-Friday
Work Location:  2300 S Dirksen Pkwy Springfield, IL 62764-0001
Office: Office of Finance & Administration/Bureau of Investigations & Compliance
Agency Contact: DOT.CO.BPM.EmploymentApplications@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

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:

- donotreplay@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com