

Job Title: TECHNICAL MANAGER III - SAFETY AND HEALTH RECORDS ASSISTANT IPR#44672

Agency: Department of Transportation

Closing Date/Time: 07/21/2021

Salary: \$4,765-\$8,295 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916

DO NOT APPLY ONLINE

****DO NOT CLICK THE APPLY BUTTON****

HOW TO APPLY:

Technical Applications PM1080 (rev 3/8/21) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

Please indicate IPR#44672 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Safety and Health Records Assistant.

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 is responsible for ensuring the maintenance and management of department occupational safety and health records in accordance with the Occupational Safety and Health Administration (OSHA) standards. In doing so, the incumbent uses specialized types of database management software to store, manage, and organize occupational safety and health data. This includes, but is not limited to, injury/illness records, medical evaluation/medical surveillance records, training records, and hazard communication inventory. S/He also serves as the general assistant to the Occupational Safety and Health Unit, particularly for event logistics and inventory maintenance of safety supplies and equipment.

This position reports to the Occupational Safety and Health Manager. There are no subordinates reporting to this position.

This position operates in an ever-changing occupational safety and health regulatory environment and must comply with applicable OSHA standards including those adopted by Illinois OSHA in 29 CFR Parts 1910 (general industry) and 1926 (construction). This requires the incumbent to be organized and well-trained in the specifics of these regulations. The incumbent must maintain confidentiality, professionalism, and communicate appropriately with all levels of department employees.

Typical problems facing the incumbent include tracking the medical surveillance results, reconciling the billing, and reconciling the injury/illness data for the annual OSHA required postings. The greatest challenge of this position is to maintain the integrity of the injury/illness records, training records, medical records, chemical inventory, and safety data sheets in order to keep the department in compliance with OSHA requirements.

Utilizing personnel records, workers compensation data, and investigation records, the incumbent is responsible for ensuring the injury/illness records are maintained in accordance with Illinois OSHA requirements. This position will be responsible for the maintenance of the learning management system for the occupational safety and health training. Elements of this program include, but are not limited to, managing employees in the database,

incorporating current course materials, adding/archiving courses, updating attendance records, as well as managing passwords. The incumbent will maintain the department-wide safety and health training

(Job Responsibilities continued)

calendar and assist with any logistics. S/He manages the respiratory protection medical evaluations and medical surveillance testing records. These programs involve working with a medical vendor on logistics of scheduling with individual districts, coordinating employee schedules, maintaining a database of required testing, as well as reconciling the billing. This position will process and maintain employee medical records which requires the incumbent to maintain confidentiality and professionalism and respect the employee's privacy as provided under the OSHA standards as well as the Health Insurance Portability and Accountability Act (HIPAA) as applicable.

Another duty of this position is to coordinate management of the chemical inventory and safety data sheets in accordance with the Illinois Department of Transportation (IDOT) Hazard Communication Program. This system has both electronic management components as well as hard copy. Troubleshooting issues within this program are ensuring the districts are managing their chemical inventories in the appropriate manner as well as organizing the hazardous waste so that it is managed and disposed of properly. This involves various database management systems that are internal to IDOT. This position will also provide support and assistance for statewide safety-related events such as the safety and health fair/campaigns, blood drives, and statewide safety meetings.

The incumbent is given general latitude to work independently to accomplish routine responsibilities. Matters of a sensitive or non-routine nature are referred to the Occupational Safety and Health Manager with recommendations for resolution. This position deals continually with information that must remain confidential. The incumbent manages activities in accordance with departmental policies and all relevant state and federal laws.

The incumbent's assignments require contact with district safety staff as well as individual department employees.

External contacts are maintained with the Department of Central Management Services, safety suppliers, and service vendors. Occasional statewide travel with overnight stays is required.

The effectiveness of this position is evaluated by the timeliness of reporting, quality of data input, management tools implemented, as well as customer service response.

Principal Accountabilities

1. Reviews and inputs the data for all occupational safety and health records including injury/illness records, training records, medical evaluations, medical surveillance, chemical inventory and safety data sheets.
2. Maintains the learning management system for the safety e-Learning program including course listings, employee listings, position titles and tasks, calendars, and attendance.
3. Generates reports including injury/illness logs and summarizes training status reports, chemical inventories, and monthly program status reports.
4. Maintains occupational safety supplies and equipment inventory and monitors/reconciles budget issues.
5. Assists with the logistics of various occupational safety and health events.
6. Provides administrative support for the entire safety program.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - o Completion of a bachelor's degree majoring in business administration, public administration, database management, or statistics, OR
 - o Completion of two years of college plus two years of experience in database administration, occupational safety and health data records management, or a combination thereof, OR
 - o Six years of experience in database administration, occupational safety and health data records management, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Strong organizational skills and attention to detail with experience managing multiple projects
- Proficiency with Microsoft Office software, learning management systems, and database management software
- Customer service skills related to providing or obtaining technical information
- Experience managing larger databases and/or a learning management system on a daily basis

- Experience with occupational safety and health, risk management, or regulatory compliance
- Ability to maintain confidentiality
- Ability to maintain professional and harmonious relationships while honoring confidentiality with employees, agency officials, and the general public

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

Work Location: Springfield - 2300 S Dirksen Pkwy

Office: Office of Finance and Administration/Bureau of Personnel Management

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.