

# Job Title: ENGINEERING TECH IV - DOCUMENTATION COMPLIANCE REVIEWER - IPR#45021

Agency: Department of Transportation

Closing Date/Time: 07/21/2021

Salary: \$4,790 - \$8,775 Monthly

Job Type: Salaried Full Time

County: Lee

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#45021 on the Technical Application PM1080.**

**\*This position is covered by the Revolving Door Prohibition Policy.**

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire a Documentation Compliance Reviewer. 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 documentation compliance oversight of improvements funded with Motor Fuel Tax, Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the department for all district Local Public Agencies (LPA). This position provides assistance to local public agencies, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the department and educates the LPAs on changing statutes, policies, regulations, and programs.

This position reports to the Local Roads and Streets Engineer.

This position is responsible for compliance reviews of required LPA documentation in the disbursements of Motor Fuel Tax, Township Bridge Program, federal program, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the department.

This documentation includes, but is not limited to, resolutions, maintenance programs, engineering agreements and payments, contract awards/changes/payments, invoices, bank records, and the review of closeout documentation for each section (project). This position monitors and tracks from a variety of source documents and receipts received by the LPA including monthly allotments, grants,

earned interest, and reimbursements.

The major challenge and typical problems involve obtaining and maintaining a thorough knowledge of applicable department, state, and federal policies, statutes and regulations related to the various department funding programs in which the LPA participates. The incumbent tracks and provides accurate reporting of funds for the LPAs, enabling monitoring of the numerous improvements funded by the department, to ensure timely conclusion and acceptance of the projects.

### **(Job Responsibilities continued)**

This position advises and assists the LPA officials responsible for the funds provided by the department to minimize and eliminate irregularities and/or noncompliance in required documentation. S/He performs both on- and off-site detailed compliance and Grant Accountability and Transparency Act (GATA) reviews/reconciliation of the disposition of funds provided by the department for all district LPAs, which includes municipalities, road districts, counties, and other local government agencies. The compliance reviews ensure department policies, Illinois state statutes, and federal regulations are followed. The incumbent informs and provides guidance/training to LPAs in the proper utilization of funds provided by the department, the effective use of new legislation, the establishment and maintenance of annual short- and long-range planning programs, the interpretation and application of existing and new information, policies, and procedures, the identification of problem areas that might affect new funding, and provides assistance in resolving problem areas associated with Audit Reports from the Office of Quality and Compliance Review. This position prepares work summarizations and identifies/reports irregularities, or noncompliance discovered during the compliance review process. S/He makes recommendations to staff in the district Bureau of Local Roads and Streets for corrective action and works to ensure the compliance and completeness of the corrective action, which may include the tracking of the repayment of funds. This position works with the central Bureau of Local Roads and Streets to prepare course material and participates in training of department and LPA personnel. This position coordinates policy/procedural changes and new programs with field engineers, office technicians and LPAs. S/He also coordinates the review of audit reports done by other bureaus/offices/agencies with the field engineers and office technicians.

Internal contacts are with the field engineer(s) and office technician(s) to assist in reporting project status in their respective areas and to review problem areas relative to processing reports. External contacts are with the LPAs and consulting engineers for the purpose of providing, when required, necessary documents, status of fund balances, and to initiate corrective actions.

The effectiveness of the position is measured on the basis of record keeping accuracy, availability of current information in the MFT system, timely review of various documentation in the closeout of sections, review of local agency fund balances, and communication with LPAs and consultant engineers, and minimizing irregularities or noncompliance in the required documentation for project closeout.

### **Principal Accountabilities**

1. Monitors projects for compliance with Bureau of Local Roads and Streets administrative policies, Illinois state statutes, federal regulations, and procedures.
2. Reviews resolutions, maintenance programs, engineering agreements and payments, contract awards, contract changes, contract payments, invoices, bank records, closeout summary, and other documentation as required. Reconciles quarterly and yearly financial reports per the GATA requirements.
3. Utilizing the MFT system, verifying entries against documents submitted. Maintains the MFT system for tracking compliance reviews of receipts and disbursements of state/federal funds.
4. Coordinates policy and procedure changes and new programs with the Field Engineers, Office Technicians, and Local Public Agencies.
5. Coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and Office Technicians.
6. Monitors corrective action required by the Bureau of Local Roads and Streets and provides assistance in resolving problem areas determined by the Office of Quality Compliance and Review.
7. Works with the central Bureau of Local Roads and Streets to prepare course material and

participates in training of department and Local Public Agency personnel.

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 required or assigned which are reasonably within the scope of those enumerated above.

## **Qualifications**

### **Position Requirements**

- Education/Experience
  - o Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS five years of engineering experience; OR
  - o Seven years of engineering experience
- Valid driver's license required
- Some travel required

### **Position Desirables**

- Strong organization skills.
- Strong oral and written communication skills.

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

Work Location: Dixon - 819 Depot Ave

Office: Office of Highways Project Implementation/Region 2/District 2/Local Roads & Streets

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.