

Job Title: TECHNICAL MANAGER II - CONTRACT COMPLIANCE SPECIALIST - IPR#45711

Agency : Department of Transportation

Closing Date/Time: 09/26/2022

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: Jackson

Number of Vacancies: 2

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 Contract Compliance Specialists.

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 is accountable for assisting with the implementation and monitoring of the Equal Employment Opportunity (EEO), labor compliance and Disadvantaged/Women Business Enterprise Program (DBE/WBE) provisions that apply to all state-supervised construction projects in the district.

Number of Annual Contracts:	70-100
Annual Value of Contracts:	\$130 - \$150 Million
BE/WBE Contracts:	140-200
Annual Subcontractor Requests:	300-600

This position reports to the Contract Compliance Officer. No subordinates report to this position.

This position operates within an environment of numerous state and federal regulations which dictate the steps a contractor must take to be compliant with EEO, labor and DBE/WBE contract special provisions. Failure on the part of a contractor to comply may result in adverse legal and financial consequences. This position is responsible for fostering positive EEO/labor attitudes while ensuring that EEO and labor compliance provisions for highway improvement contracts in the district are followed, and the incumbent assists with the implementation and monitoring of the EEO, labor compliance and DBE/WBE program provisions that apply to all state-supervised construction projects in the district.

Typical problems faced by the incumbent include maintaining a constant knowledge of ever-changing EEO and DBE/WBE rules and regulations, assisting in the coordination of all EEO and DBE/WBE programs, and assembling and analyzing weekly, monthly, quarterly, and semi-annual EEO and DBE/WBE data required by federal mandate. The greatest challenge of this position is to assist in the improvement of existing programs with the objective of maintaining Illinois Department of Transportation (IDOT) compliance and eligibility for federal funding under the EEO and DBE/WBE special provisions.

The incumbent assists the Contract Compliance Officer in the implementation of a program which monitors all contractors and subcontractors and accumulates data relevant to minority/female utilization as employees or in DBE/WBE Enterprises. The position is required to assist in maintaining an information system that reflects usage of minorities and women by a contractor and which maintains project information on multiple contracts pertaining to the district. In this capacity the position offers functional guidance to contractors and/or unions. The position is also required to assist in the review of final documentation paperwork to ensure accuracy is obtained. This position assists with the completion of audits regarding EEO DBE/WBE goals and objectives. This position assists with providing prompt, complete, and objective investigation of all complaints alleging discrimination concerning contractor and subcontractor compliance and provides a recommendation to the Contract Compliance Officer to resolve the allegations.

(Job Responsibilities continued)

The issues that the incumbent typically handles are of a sensitive and confidential nature of which s/he must continually be aware and exercise restraint. The incumbent will be required to review the contractors' submittals for compliance deficiencies; attend pre-construction and pre-bid conferences to give explanations in the area of EEO and DBE/WBE; participate in seminars with all types of EEO officials to jointly develop improved techniques for implementing EEO policies and programs; assist with the planning and conducting of training programs to make contractors aware of the EEO requirements; and generally, improve program management within the district. The incumbent acts independently in the administration of daily responsibilities.

This position operates under various state and federal regulations and executive orders pertaining to EEO and labor compliance. This position resolves routine compliance problems. Issues of significant non-compliance are forwarded to the Contract Compliance Officer. This position requires a valid driver's license; may require extensive travel within the district and occasionally outside, which could include overnight stays; overtime during evenings and weekends; and performs outdoor work reviews in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy, night time), active construction sites, and roadways open to traffic.

While performing the functions of this position, the incumbent will have personal contact with various levels of IDOT management, community organizations, contractors, state and federal agencies, and unions.

The performance of this position is measured by the absence of deficiency citations in departmental or federal inspections, the level of assistance provided to the Contract Compliance Officer, and the accuracy and timely completion of all assignments.

Principal Accountabilities

1. Assists with contractor compliance regarding contract special provisions relating to EEO, labor compliance, and DBE/WBE special provisions.
2. Aids contractors in maintaining pre-assigned minority and female representation and recommends actions to remedy deficiencies.
3. Maintains effective liaison with contractors, state personnel and public organizations that facilitates equal opportunity compliance.
4. Performs general administrative support functions.
5. Ensures accurate and timely submittal of all required reports.
6. Performs office, analytical, and field duties as assigned by the Contract Compliance Officer.
7. Assists the Contract Compliance Officer with coordination and monitoring to ensure compliance with the EEO, labor compliance, DBE/WBE programs.
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 administration or construction management OR
 - Completion of two years of college PLUS one year of experience in public or business administration activities or construction management OR
 - Five years of experience in public or business administration activities or construction management
- Valid driver's license
- Extensive district-wide travel and occasionally outside the district, which may include overnight stays; overtime as needed
- Outdoor work reviews in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy, nighttime), active construction sites, and roadways open to traffic

Position Desirables

- Ability to apply statistical and analytical procedures and techniques in problem solving
- Ability to organize and handle multiple tasks within given time constraints
- Ability to document procedures; be detail-oriented
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with contractors, sub-contractors, and various state, federal and civic groups, along with the ability to resolve conflict
- Proficient with Microsoft Office (Word, Outlook, Excel, Access and PowerPoint)

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

Work Location: 2801 W Murphysboro Rd Carbondale, IL 62901-1059

Office: Office of Highways Project Implementation/Region 5/District 9/Executive

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](#)

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