

# Job Title: TECHNICAL ADVISOR IV - RULES MANAGER - IPR#45956

**Agency :** Department of Transportation

**Closing Date/Time:** 09/26/2022

**Salary:** \$4,790 - \$8,700 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**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](http://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 Rules 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

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 performs professional level duties of an administrative nature to ensure policies implemented by the department are in compliance with the Illinois Administrative Procedure Act (IAPA) for directing department compliance with the policies and procedures of the Joint Committee on Administrative Rules (JCAR) and for coordinating the response of subpoenas served on the department.

Annual rulemakings administered: 20-30

Annual JCAR hearings attended: 10

Annual internal rulemaking and JCAR conferences attended: 15-25

Legislation reviewed annually: 2  
Regulatory agenda publications managed: 2  
Subpoenas reviewed annually: 20-30  
Responsive information coordinated and compiled: 10-15  
Responsive information reviewed and produced: 5-10

This position reports to the Deputy Chief Counsel. There are no subordinates reporting to this position.

The incumbent is responsible for ensuring all proposed rules are reviewed for accuracy in format and content pursuant to the Secretary of State's requirements on rule making. S/He is responsible for managing the regulatory agenda of the department, determining priorities, and overseeing all rulemaking initiatives required by departmental statutory mandates. This position ensures that all rules are developed within the strict guidelines of the IAPA and the JCAR's Procedural Rules on Rules. The incumbent coordinates the review, publication, and adoption of all rules submitted by the originating departmental offices to the Office of the Chief Counsel (OCC). This position directs the proper drafting of proposed rules in terms of substance and format and anticipates and avoids JCAR concerns during the rulemaking process. S/He consults with and advises departmental personnel on the rulemaking process and represents the department at JCAR hearings in Springfield and Chicago. The incumbent ensures that all proposed rules are developed and adopted in a manner that will not adversely affect the operational efficiency of the originating offices while securing compliance with the IAPA. This position works with the Ethics Officer to receive, maintain, and distribute ex-parte communications related to the rulemaking process.

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

Typical problems facing the incumbent include determining which departmental orders or policies are subject to rulemaking, prioritizing and scheduling the workload to minimize potential problems, coordinating communication between the Office of the Chief Counsel and other offices, and directing the rule adoption process before the JCAR. The incumbent's greatest challenge is to ensure compliance with the IAPA and the actions of the JCAR without adversely affecting departmental policy implementation. This requires the incumbent to assimilate a wide variety of technical information and knowledge concerning departmental operations.

The incumbent is personally responsible for determining which policies should be filed as rules, analyzing and editing all new proposed rules, and reviewing and correcting each proposal for accuracy in format and substantive content. S/He corrects, revises, or rewrites deficient proposals in whole or in part to bring them into compliance with accepted internal standards and the IAPA. Revisions are coordinated with the originating office to ensure that corrections are made in a timely and efficient manner. The incumbent determines whether staff attorney review of proposed rules is required and prepares rulemaking documents which, along with the finalized proposals, are submitted to the Chief Counsel for final approval. This position develops and maintains a comprehensive index of all proposed and adopted rules and ensures that information is readily available to departmental personnel and the public upon request. The incumbent ensures that all proposals are forwarded to the Office of the Secretary of State within the established time frames and represents the department before the JCAR at monthly hearings to consider rulemaking proposals. In addition, the incumbent makes recommendations to improve the department's rulemaking procedures and prepares monthly reports on the status of rulemakings.

The incumbent provides research and assistance to offices as assigned. This position confers with departmental staff to compile responsive information and prepares a draft response packet. S/He works with Office of Chief Counsel staff to determine what information should be included in the response packet, provides the approved packet to appropriate parties, and provides advice and recommendations on what information to include. This position maintains a comprehensive index of subpoenas received, status of responses, and other information necessary to assist the department to respond to similar subpoenas in an efficient fashion. The incumbent is responsible for suggesting revisions and changes to the subpoena response process.

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

The incumbent works independently and is expected to work directly with departmental officials, other state officials, and the JCAR. S/He has substantial independence and is adept at resolving problem situations as they arise in the rulemaking process. Matters of a sensitive nature or which deal with legal determinations are recognized by the incumbent and are referred to the Senior Assistant Chief Counsels or Deputy Chief Counsel.

The incumbent has regular contact with the staff of the JCAR as it is the liaison between the department and the JCAR. S/He confers with attorneys, representatives from other agencies affected by proposed rules, and departmental bureau chiefs and directors originating proposed rules. The incumbent advises the Director of

Legislative Affairs of JCAR activity on a regular basis. This position requires occasional statewide travel which may include overnight stays to attend meetings.

The effectiveness of this position can be measured by the incumbent's ability to professionally manage the department's policy and rulemaking processes without adversely affecting operational efficiency.

## **Principal Accountabilities**

1. Ensures all rulemaking proposals are developed and drafted at the prepublication stage and refined during the rulemaking process to best achieve departmental policy in a manner that is IAPA and JCAR compliant.
2. Ensures proper publication of proposed and adopted rules, attends JCAR conferences and hearings, and performs liaison functions with the JCAR.
3. Maintains and publishes the department's regulatory agenda.
4. Reviews and provides comment on legislative proposals affecting the rulemaking process.
5. Works with Office of Chief Counsel staff to determine what information should be included in the response packet, provides the approved packet to appropriate parties, and provides advice and recommendations on what information to include.
6. Determines whether staff attorney review of proposed rules is required and prepares rulemaking documents which are submitted to the Chief Counsel for final approval.
7. Develops and maintains a comprehensive index of all proposed and adopted rules and ensures that information is readily available to departmental personnel and the public upon request.
8. Ensures that all proposals are forwarded to the Office of the Secretary of State within established time frames and represents the department before the JCAR at monthly hearings to consider rulemaking proposals.
9. Makes recommendations to improve the department's rulemaking procedures and prepares monthly reports on the status of rulemakings.
10. Provides research and assistance to offices as assigned.
11. Maintains a comprehensive index of subpoenas received, status of responses, and other information necessary to assist the department to respond to similar subpoenas in an efficient fashion.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
13. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

Education/Experience:

- Graduation from an accredited law school
- Possession of a valid license to practice law in Illinois
- Occasional travel which may include overnight stays to attend meetings
- Valid driver's license

### **Position Desirables**

- Extensive knowledge of the rule making process and/or experience reviewing and gathering documents that are responsive to subpoenas
- Extensive knowledge of governmental operations and state and federal laws relating to general administrative and regulatory functions, particularly regarding statutory mandates
- Ability to maintain harmonious relationships with employees, management, and the public

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

**Work Location:** 2300 S Dirksen Pkwy Springfield, IL 62764-0001

**Office:** Office of Chief Counsel/Legal Counsel - Ethics/Personnel

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto: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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)