

Job Title: TECHNICAL MANAGER IV - CIVIL RIGHTS SPECIALIST - IPR#45955

Agency : Department of Transportation

Closing Date/Time: 10/05/2022

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Cook

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 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 Civil Rights Specialist.

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 providing technical and administrative support for confidential and sensitive civil rights matters by performing thorough complaint investigations, providing accurate data collection and statistical analyses for civil rights complaints, and ensuring compliance with civil rights laws and regulations within the Illinois Department of Transportation's (IDOT) Regions 1 and 2.

Investigations: 40 annually

Inquiries: 44 annually

This position reports to the Bureau Chief of Civil Rights. There are no subordinates reporting to this position.

This position works in an area that is responsible for the compliance of state/federal laws, executive orders, and departmental objectives relating to Equal Employment Opportunity (EEO) and Affirmative Action (AA) in the Region 1 and 2 areas. These areas are unequalled in the state for their diversified labor force and civil rights consciousness. Regional compliance with EEO and AA objectives is achieved not only through monitoring the progress towards AA goals, but also by conducting administrative civil rights investigations of complaints of alleged violations by departmental employees. The incumbent should be able to apply current civil rights laws and policies. The incumbent is privy to confidential and sensitive matters during the course of investigation and resolution of civil rights complaints.

A typical problem faced by the incumbent is keeping pace with legislation and regulations related to the department's civil rights programs. In addition, problems may arise as a result of conciliating civil rights disputes with providing accurate analysis and timely completion of assigned projects. The major challenge is in maintaining an effective and credible relationship with both district management staff and personnel in relation to the resolution of alleged civil rights violations.

The incumbent acts in an advisory capacity and provides technical advice to district office bureau staff on various civil rights issues. The incumbent provides a wide range of technical and administrative services which include analyzing, preparing, and providing concise and accurate statistics that are used in monitoring personnel transactions; coordinating the implementation of the department's AA Plan; maintaining a resource library on disability-related issues; and assisting in the monitoring of compliance with state/federal laws related to civil rights issues. The incumbent thoroughly investigates, documents/analyzes facts, and prepares fact-based investigative summary reports for the Civil Rights Committee. The incumbent may be asked to present completed investigations to the Civil Rights Committee. The incumbent responds to correspondence and questionnaires from the Illinois Department of Human Rights (IDHR) and the Equal Employment Opportunity Commission (EEOC) with the department's positions on civil rights complaints and inquiries. The incumbent provides employee or group counseling when warranted regarding civil rights issues, conducts specific training

(Job Responsibilities continued)

on affected areas related to civil rights issues at field/office locations, and conducts department-wide training/re-training to ensure that all levels of personnel are informed of their rights and obligations as managers/employees relating to civil rights. The incumbent may be required to represent the department in judicial and administrative proceedings resulting from discrimination complaints. On occasion, the incumbent assists with investigations in IDOT's Regions 3, 4, and 5.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. The incumbent is governed by a broad array of administrative guidelines, Title VII of the Civil Rights Act of 1964 and 1991, Rehabilitation Act of 1974, Illinois Human Rights Act, Americans with Disabilities Act of 1990, and other federal and state non-discrimination laws and regulations.

Internally, the incumbent is in contact with all levels of employees and management staff on various civil rights issues. Externally, the incumbent has contact with the IDHR, EEOC, both state and federal civil rights personnel, community organizations, contractors, constituents, and the public. Occasional statewide travel with overnight stays is required.

The effectiveness of this position can be measured by the timely and accurate preparation of documentation required by departmental guidelines to facilitate successful conflict resolution of alleged violations of employees' civil rights. It can also be measured by maintaining an effective relationship with outside compliance agencies and departmental managers/employees in the resolution and disposition of civil rights complaints.

Principal Accountabilities

1. Investigates, documents, analyzes information to prepare reports and makes recommendations on complaints of employment discrimination and harassment.
2. Provides accurate analyses and statistical data for monitoring personnel transactions and implementing AA Plan. Assists with ensuring compliance with state/federal civil rights laws for the assigned geographical areas.
3. Represents the department in judicial and administrative proceedings resulting from discrimination complaints. May be required to present completed investigations to the Civil Rights Committee.
4. Provides civil rights counseling and/or training to management staff and employees so that all levels of

employees are informed of their rights and obligations.

5. Assists in the development of civil rights training programs for management staff and employees.
6. Performs other AA related duties as required and/or assigned.
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:
 - Completion of a bachelor's degree majoring in business, public administration, human services, social sciences, or legal studies PLUS two years of experience completing investigation reports, processing human resource documents, interpreting state/federal civil rights laws, conducting criminal or civil investigations, analyzing and/or auditing organizational policies, investigating discrimination complaints, or any combination thereof; OR
 - Eight years of experience completing investigation reports, processing human resource documents, interpreting state/federal civil rights laws, conducting criminal or civil investigations, analyzing and/or auditing organizational policies, investigating discrimination complaints, or any combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Extensive knowledge of state and federal civil rights laws and regulations
- Ability to investigate, document, analyze, and provide accurate statistical analyses and reports
- Ability to develop and maintain harmonious relationships with employees, agency officials, and external entities
- Effective oral and written communication skills

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

Work Location: 201 Center Ct Schaumburg, IL 60196-3169

Office: Office of Business & Workforce Diversity/Bureau of Civil Rights

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